

Diploma degree in finance and financial institutions

Diploma degree in accounting and auditing

Career Objective: Seeking a dynamic position and career in a respectful organization in order to build up my potential and employ the skills learned and practiced.

Personal Information

NAME : Hiba Srou
Address : Hay El Amercan, Hadath, Lebanon
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Date Of Birth: 15 May 1992

Gender: Female

Nationality: Lebanon

Languages

- **Arabic** : Mother tongue
- **English** : Good
- **French** : Good

Personal Skills

- Good interpersonal skills and a versatile personality.
- Comfortable working in teams and in a dynamic environment.
- Creative and able to learn new responsibilities quickly.
- Able to work under pressure.
- Very attentive to details.

Computing Skills:

- Microsoft Office Word, Excel and Power Point
- Adobe Photoshop CC 2018

Education

2013 – 2014	LU – Lebanese University Main campus : Hadath, Beirut Degree: Diploma in Finance and Financial Institutions
2014 – 2015	LU – Lebanese University Main campus : Hadath, Beirut Degree: Diploma in Accounting and Auditing

Training

9 august 2016 - 9 October 2016

Trained at Cedar Rose International Services LTD, Antelias, Lebanon - Online financial statements and their mapping in the company's system and data entry.

9 may 2016 - 9 June 2016

Trained at Zad association, Haret Hreik branch, in accounting and cash department.

1 September 2012 - 30 September 2012

Trained at BBAC Bank, Bint-Jbeil branch, in customer services, credits and teller departments.

Work Experience

13 June 2019 – present

Junior accountant, Receptionist and Assistant at Chalhoub law Office, Bab Idriss, Abed El Hamid Karami street, Beirut – Lebanon

1 February 2019 - 1 June 2019

Junior Accountant at Al Fairouz Travel and Tourism, Mar Mikhael (Chiyah) - Lebanon

- Air Waybills.
- Calculate the shipping costs for the customers according to the weight, waybill price, clearance of goods and taxes .
- Contacting with Airlines.
- Arrange, design images and organize packages for several occasions.

8 December 2016 - 9 November 2018

Data entry at LibanPost Headquarter (database department), Beirut - Lebanon

- Revising customer's charts.
- Making sure every customer receives his package.
- Helping with data entry in the human resources archives.

1 July 2017 - 1 August 2017

Data entry project with Saradar Bank, Achrafieh, Lebanon

I was chosen as a member of a LibanPost team to Help in accomplishing the KYC (Know your customer) migration project, and reaching the requested target to update all The files.