

## Hiba Bazaza

Beirut, Basta, Mohamad Khaled Street, Hajjar Bldg.  
Telephone: (00961) 1650974,  
Mobile Phone: (00961) 71342264

### PERSONAL IDENTITY

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Name : Hiba Bazaza  
Date of Birth : Jun 29, 1984  
Marital Status : Single  
Address : Beirut, Basta, Mohamad Khaled Street, Hajjar Bldg.  
Beirut-Lebanon  
Phone : (00961) 71 342264  
E-mail : hiba\_\_acc@hotmail.com

### EDUCATIONAL BACKGROUND

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- **2008** Institut Des Siences Appliques Et Economiques-université Libanaise  
Economie et Gestion- Mention Finance
- **2004** Amliyeh Institute  
Bt3-Accounting and Informatics

### EXPERIENCE

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- **February 2012 till ..... 2018**  
**Accountant at SITES ARCHITECTS s.a.r.l**
- **July 2009-June 2010 (Part Time)**
- **July 2010 –February 2011 (Full Time)**

### **Accountant at Welltrade s.a.r.l**

- Prepare the daily entries (PV, JV, RV, SV...) and official Declarations (tax on profit, tax on salaries, TVA, CNSS).
- Responsible for business contact with the banks  
Executes Internal audit
- Banks reconciliation weekly
- Coordinating with external auditors
- Preparing checks for suppliers
- Conciliates clients accounts
- Performing all required duties as requested...

### **• Nov2004-July2010**

#### **Karim Haydar for auditing and accounting.**

- Accounting, Auditing, Preparing All Government Permits (Financial Permits, TVA Permits, Social Security Permits, Payroll Permits),
- Reports of Auditor.

## **ADDITIONAL INFORMATION**

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- **Computer Skill** Microsoft office (Word, Excel)  
Macc System (accounting,stock,payroll)  
Silicon Accounting System  
Software Group Accounting System
  - **Abilities an attitude** Ready to work within a team;Ready to hard working,fast, accurately; Have a high motivation to learn and try; Have a high motivation to be a successful person.