

HIBA HUSSEIN BAALBAKI

Beirut-Lebanon

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OBJECTIVE

To obtain a job in a reputable company in order for me to utilize my experience and academic credentials in a competitive environment and use my educational background and attention to detail to improve outcomes.

PERSONAL INFORMATION

- **Date of Birth** : April 20, 1987
- **Nationality** : Lebanese
- **Marital status** : Single
- **Address** : Bir Hassan,Airport Road ,Beirut, lebanon

EDUCATION

- **LACPA- Lebanese Association of Certified Public Accountants (2018)**
- **Arts Science & Technology University in Lebanon, Beirut (2010)**
 - Master In Business Administration with Distinction
- **Business & Computer University, Beirut (2004-2007)**
 - Bachelor in Accounting with Distinction
- **Lycee Amical Modern High School (2002-2004)**
 - Lebanese Baccalaureate – **Economics**

CERTIFICATES

- **MFI Academy- Financial Statements Analysis Workshop(2019)**
- **MFI Academy- Consolidated Financial Statements Workshop (2019)**
- **LACPA- Certificate of Attendance -The Lebanese Trade Law and its Amendments (2019)**

WORK & PROFESSIONAL EXPERIENCE

1. **Position:** Auditor
Tasks: Records,Declarations, Internal,& External Audit
Company Name: Houssami for Accounting & Audit ,

Date started working: 2018-present

2. **Position:** Chief Accountant
Tasks Team Management ,Records,Financial statements, Reports, internal Audit ,etc....

Company Name: Impulse Sarl
Date started working: 2013-2018

3. **Position:** Senior Accountant
Tasks: Journalizing , Invoicing, Reports, etc....
Company Name: Multi companies(M.A.M, S.I.M,SIERRA GAS)
Date started working: 2010-2013

4. **Position:** Instructor
Tasks: Giving –Accounting 1
- Accounting 2
- Cost Accounting
-Business software course in accounting (equal)
- Remedial II in economics and finance
-Senior project supervisor
Department: Accounting
Company Name: AUL
Date started working: 2009-present

Position: Instructor
Tasks: Giving - courses in accounting
Department: Accounting
Company Name: Amel Association-UNRWA
Date started working: -2016-2017

5. **Position:** Administrative Assistant
Department: Marketing Department
Tasks: -Registering Students, Exams Proctoring, Students & Instructors Contact, Office Work.
-Assisting in Business Software Application (Dolphin) classes,
- Assisting with the students learning Center
- Providing private Lessons in Business courses.
Company Name: AUL University
Date started working: September 2007

6. **Position:** Contractual Employment
Tasks: Debt & Credit cards
Company Name: BLOM
Date started working: 2009-2010

- 7 **Position:** Junior Accountant
Department: Accounting
Company Name: Houssami for Accounting & Audit ,
Date started working: 2006

Besides work: Providing Assistance in performing some accounting duties .

Applications: Microsoft Office, Dolphin, Equal,Bee,Libra ,& TMS

ADDITIONAL INFORMATION

Languages: Arabic – Native Language **English** – Written & Spoken
References are available upon request