

Hiba Bazaza

Beirut, Basta, Mohamad Khaled Street, Hajjar Bldg.
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PERSONAL IDENTITY

Name : Hiba Bazaza
Date of Birth : Jun 29, 1984
Marital Status : Single
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EDUCATIONAL BACKGROUND

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

EXPERIENCE

- **February 2012 till December 2019**
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

• **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.