

# Hiba Hashem

01 November 1989  
Lebanese

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Al Marwaniyeh, South Lebanon

I'm a highly motivated, confident individual with exceptional multi-tasking capabilities and able to work in a target driven and busy environment. Can communicate effectively with people from diverse backgrounds and I am an asset to any employer who respects loyalty and responsibility. Keen to find a challenging position within an ambitious organization where I am able continuously develop my work experience & enhance my abilities and offer my skills towards making a substantial contribution to its overall mission. **I possess a BA in Business Administration of AUCE – American University of Culture and Education, Nabatiyeh – Lebanon (2010-2012).** **I also possess a technical degree in Accounting (TS3) from Al- Afak Institute, Nabatiyeh- Lebanon (2007-2010)**

## SKILLS AND KNOWLEDGE

- Able to work in a team or as an independent.
- Adaptive to change and able to multi-task
- Able to meet deadlines and budgetary constraints.
- Able to create business ideas from scratch
- Skilled at building strong team environments and developing open communication
- Skilled at presenting and leading
- Skilled at image consulting
- Fluent in both Arabic and English

## Professional Experience:

### 2015 and still,

Business Creation & Development - **Freelancer**  
Feasibility Studies, business Plans, Marketing Plans, Content writing  
Keemya for Digital Marketing.  
Libanshop Website and Mobile Application.  
Happy Face Nursery.  
Delish Restaurant  
Diaa Training Center  
Tashini visual stylist

### February 2014- November 2019

زبي القمر women's wear and beauty salon - **Owner and Manager**,  
Purchasing, importing, Sales, Marketing, Accounting and  
visual consulting.

### August 2014 - February 2016

AVSI (UNICEF Project) - **Education officer**  
Ensuring timely and quality implementation of the education in  
emergency components, team leading and reporting.

### April 2013- December 2013

BLOM BANK - **Sales Representative**  
Indoor and outdoor marketing, telemarketing, campaigns...

## Professional Training

- **Digital marketing**, al bab creative coworking, Beirut lebanon (**July 2019**)
- **Image Consultation**, Academic skills Development Center, Ghazeie, Lebanon (**January 2019**)
- **Fashion Consulting**, Carla Khoury, American Center For Excellance - Beirut, Lebanon (**October 2018**)
- **Leadership Development**, succeednlead, Beirut, Lebanon (**August 2017**)
- **Vocal performance and presenting**, Match Academy, Beirut, Lebanon (**October 2016**)
- **Psychodrama Level 2**, Arab Parliament for experts Training, Nabataea, Lebanon (**September 2016**)
- **Social worker and outreach skills**, Avsi, Nabataea, Lebanon (**January 2016**)
- **Recycling and Hygiene**, Avsi, Nabataea, Lebanon (**January 2016**)
- **Malnutrition at vulnerable areas**, Avsi, Nabataea, Lebanon (**December 2015**)
- **Communication skills**, Avsi, Nabataea, Lebanon (**January 2016**)
- **Story Telling and writing skills**, Avsi, Lebanon (**September 2015**).
- **Psychological first Aid**, Avsi, Nabataea, Lebanon (**July 2015**).
- **Classroom Management**, Avsi, Nabataea, Lebanon (**july 2015**).
- **How to do an accurate survey**, Avsi, Lebanon (**April 2015**).
- **How to be a good facilitator**, Avsi, Nabataea, Lebanon (**December 2014**)
- **Accounting**, Maarouf Hnayne Company for Auditing and Accounting, Saida Lebanon (**May - July 2011**).

## Volunteering:

**January 2020** - Injaz (N.G.O.) - Sabic project "lights of our future"  
**Trainer and mentor for secondary students in Social entrepreneurship, turning ideas into business and pitching skills.**  
**January - December 2008** South Entrepreneur for Development (N.G.O.)  
**Board Member**