

HODA MOUSSA

CONTACT

- Beirut-Lebanon
- +961 76 691 510
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PERSONAL INFO

Date of Birth

October 4, 1995

Gender

Female

Residence

Ashrafieh,-Beirut-Lebanon

Nationality

Lebanese

PERSONAL SKILLS

Multitasking

Team work

Communication skills

Work under pressure

LANGUAGES

Arabic

Native

English

Fluent

French

Fluent

Spanish

Beginner

Hobbies

Football

Fashion

Music

Art & History

My career objective is to secure a challenging position that allows me the opportunity to grow professionally, and do what really interests me.

EDUCATION

2016-2018

Masters in International Finance and Economy

Lebanese University-Faculty of Economy and Business Administration II, Ashrafieh-Beirut
Thesis in process

2013-2016

Bachelor in Economy

Lebanese University-Faculty of Economy and Business Administration II, Ashrafieh-Beirut

1998-2013

Baccalaureate in Sociology and Economy

Notre Dame des Apôtres, Kabelias-Bekaa-Lenanon

EXPERIENCE

2017-2018

Assistant Accountant

Chammas for auditing and accounting, Chtaura-Bekaa

- Used mathematical abilities to calculate and check figures in all areas of accounting systems.
- Organized budget documentation and tracked expenses to maintain tight business controls.
- Communication with suppliers to reconcile invoice payments.
- Created detailed commission and expenses reports for clients and dealers both weekly and monthly.
- Proceeded payroll.
- Data analysis.
- Data processing.

August 2015-
February 2016

Trainee

Banque du Liban, Beirut-Lebanon

- Learned new materials, processes and programs to maximize performance.
- Completed documentation and reports for business records.
- Shadowed senior team to learn related jobs.
- Financial analysis.

COMPUTER SKILLS

Microsoft Office (word, excel, power point)

Very Good

R-studio

Good

E-views

Beginner

CERTIFICATES

2013

DELFB2

Centre culturel français, Beirut-Lebanon

Grade: 88/100

REFERENCES

Mr. Rawad Chamata

Accounting Manager at Chammas
for auditing and accounting
+961 70 672 868

Dr. Ghada Tabbah

Professor at Lebanese University
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Available upon request