

Hiba Abdallah Tachach

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Lebanon

Objective

Seeking a challenging opportunity with a reputable company, that values my knowledge in the business field, while creating an interactive environment to develop my soft and technical skills.

Education

- **Sep 2015-May 2018** **Holy Spirit University of Kaslik - USEK**
Bachelor Degree in Business Administration- Audit
- **Jun 2012 –Jun 2015** **Saint Joseph de l'Apparition – Saida**
Lebanese Baccalaureate in Life Sciences

Work Experience

- **October 2021- Present** **Financial and Administrative Service Staff**
(Secrétariat Général des écoles Catholiques au Liban)
Ecole Saint Joseph de l'apparition –Saida
 - Back office official work.
 - Educational Projects.
 - Projects' Financial Studies.
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- **August 2018- April 2021 Customer Relationship Officer
BYBLOS BANK SAL, Saida Branch**
 - Marketing of bank's products and services.
 - Managing client's portfolio.
 - Monitoring liabilities, overdraft, due unpaid loan and credit cards.
 - Banking back office work (Administrative work).
 - Handling customer's requests (Email, Phone, Walk in clients).

- **June 2018- July 2018 BLC BANK– Intern, Saida Branch**
 - Assisting the customer service representatives.
 - Assisting the tellers.

- **May 2017- July 2017 Deloitte & Touche – Intern, Audit department**
 - Assisting in performing audit testing.
 - Vouching to obtain evidence for certain audit procedures.
 - Assisting in reviewing the audit reports and correcting any format or English errors.

Activities:

- Certificate of participation in online training on “How to write a winning CV”, by Smart Skills Group part of The Nawaya Network Mentorship 2022. March 2022.
 - Educational project at Ecole Saint Joseph de l'apparition - Saida (methods of evaluation/new assessment techniques) and its financial study (power point and link available upon request). November 2021.
 - Certificate of participation in the Financial Bootcamp Training, part of UNICEF's Generation of Innovation Leaders Programme (GIL). October 2021.
 - Certificate of participation in the Creative Thinking Training, part of UNICEF's Generation of Innovation Leaders Programme (GIL). September 2021.
 - Certificate in Lebanese Regulation 2019 Developed by BDL- ESA Business School.
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- Civic engagement with “Go Green-USEK”.
- First aid and emergency care at USEK – Red Cross -Certificate 2017-2018.
- Certificate of participation in International Applied Research Symposium 2017 (THE ASHER CENTER and USEK).
- A member for 5 years at “MEJ” (Movement Eucharistique des Jeunes) during which I served 2 years as a leader.

Languages

Arabic



English



French



Computer Skills:

- Microsoft Office.
- Internet Explorer.
- Globus T24 (Temenos T24 Globus).
- CAMS (Card issuer Program).
- SIS.

References:

Available upon request.
