Hiba Awada

Accounting and Auditing

✉ hiba.awada@hotmail.com
📅 Date of birth 16/01/1995

🏠 Beirut, Lebanon
📞 03 085 904

Experienced banking professional and holder of Masters 1 and 2 in Accounting and Auditing. With nearly 7 years of experience in the banking sector, including roles as a teller and in customer service, I have also gained valuable experience in the legal world specifically in the corporate department. Passionate about accounting, auditing and finance and determined to excel in the industry.

Work experience

Associate

December 2023 The Firm Beirut, Lebanon

- Accurately prepare and analyze the monthly expenses and revenues related to the office.
- Prepare and Issue client invoices and receipts.
- Organize, maintain and update client files and billing information.
- Handle and manage petty cash.
- Conduct thorough legal research.
- Actively participate in clients and team meetings.
- Assist in drafting and reviewing all legal corporate documents including agreements.
- Manage client communication through emails and phone calls.
- Electronically register trademarks before the Ministry of Economy and Trade.
- Assist in preparing the due diligence study related to companies and assist in drafting their code of conduct.
- Fill and prepare the registration of company and its employees at the National Social Security Fund.
- Fill and prepare the registration of company at the Commercial Register.

Customer Service Representative

From April 2019 to December 2023
BLOM BANK SAL - Main Branch - Lebanon Beirut, Lebanon

- Open and renew bank accounts.
- Present and promote bank services and products.
- Assist clients with their routine account related requests such as fund transfers and payments.
- Process incoming and outgoing transfers.
- Address clients concerns and complaints while ensuring highest level of client satisfaction.
- Manage client communication through emails and phone calls.

Teller and Teller/Customer Service Representative

From April 2017 to April 2019
BLOM BANK SAL - Main Branch - Lebanon Beirut, Lebanon

- Count cash and handle cash box reconciliation.
- Process daily client operations such as cash and checks deposits, withdrawals and loan payments accurately and effectively.
- Process incoming and outgoing transfers.
- Manage client communication through emails and phone calls.

Tutor

From 2014 to 2016
Association Des Dames De La Charité Ashrafieh, Lebanon

• Assist Grade 1 till Grade 9 students in their assignments.

Education

Masters 1 and 2 in Accounting & Auditing

From 2016 to 2018
Lebanese University, Faculty of Economic and Business Administration, Branch II
Ashrafieh, Beirut, Lebanon

Bachelor Degree in Accounting and Auditing

From 2013 to 2015
Lebanese University, Faculty of Economic and Business Administration, Branch II
Ashrafieh, Beirut, Lebanon

Internships

Accounting and Auditing Internship

September 2015
Cabinet RSM Gebran & Partners Sin El Fil, Lebanon

- Participate in a physical inventory in Beirut Evangelical School For Girls & Boys – Rabieh.
- Assist in preparing and reviewing financial statements.
- Handle additional tasks to gain further insight into accounting and auditing principles and office procedures.
- Learn the basic of auditing processes.

Computer skills

• Use Microsoft Office Word and PowerPoint effectively.

• Apply basic Microsoft Excel functions.

Certificates

Certificate of Completion of 3 Mastercard Online Courses - February 2023
- Cardholder Lifecycle Management
- Mastercard Sales Process
- Cards Portfolio

Seminars

"Fraud Policy, Code of Conduct and Corporate Governance" by Lara Chalhoub, Carole Wazen and Danielle Boustany.
September 2017

"Introduction to Compliance, FATCA and CSR" by Eliane Tanios and Miriam Safetly.
September 2017

"Information Security Awareness Session for End Users" by Hassan Tabbara.
September 2017

"How to build and develop a professional future in Accounting and Auditing majors" by Elie Abboud, the president of Lebanese Association of Certified Public Accountants (LACPA).
April 2016

Languages

Arabic

English

French

References are available upon request.