

# Hiba Lezzeik

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## OBJECTIVE

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

## WORK EXPERIENCE

<b>Excillis Finance</b>	<b>Beirut, Lebanon</b>
Operations/Accounting – Full-Time	2022 – Present
<ul style="list-style-type: none"><li>○ Assist finance manager</li><li>○ Data entry</li><li>○ Settle banking transactions</li><li>○ Manage day to day banking processes</li><li>○ Check daily transactions reports</li><li>○ Archive documentation</li><li>○ Prepare monthly profit/loss reports</li><li>○ Prepare monthly financial reports to higher management</li></ul>	
<b>Media solutions company</b>	<b>Beirut, Lebanon</b>
BPO – Full-Time	2021-2022
<ul style="list-style-type: none"><li>• Carry out certain parts of third party vendors/clients business operations located in different countries.</li><li>• Data collector</li></ul>	

## EDUCATION

<b>LEBANESE INTERNATIONAL UNIVERSITY</b>	<b>Beirut, Lebanon</b>
Bachelor of Business Administration in Accounting Information System.	2018 – 2021
Distinguished (GPA 3.59)	

## SKILLS

- **Interpersonal Skills:** Communication, Teamwork, Emotional Intelligence, and Time Management.
- **Computer:** Proficient in Microsoft Excel, Word, and PowerPoint.

## LANGUAGES

- **Arabic** – Native
- **English** – Fluent