



Hiba Awada

Accounting and Auditing

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📅 Date of birth 16/01/1995

🏠 Beirut, Lebanon

☎ 03 085 904

Work experience

Accountant

Since August 2024 **The Padelist** Beirut Digital District, Lebanon

- Verify, allocate, post, and reconcile transactions daily.
- Ensure proper data filing for both digital and physical documents.
- Maintain and process cash box transactions, including data entry, reconciliations, and cash counts.
- Follow up with accounts receivable and end-of-month collections.
- Follow up with accounts payable and manage weekly payments.
- Summarize the current financial status by collecting information on payables, receivables, and other organizational activities, supporting operations teams.
- Ensure monthly reconciliations for trial balance accounts.
- Recommend action points by analyzing patterns and monitoring financial activities.
- Maintain and control inventory at an accounting level, processing new shipments with support from operations, procurement, and finance teams.
- Process payables daily and ensure proper collection of supporting documents for accounting transactions.
- Provide technical support for venues and operations teams.
- Review and recommend modifications to accounting processes using accepted accounting standards.
- Provide input into the department's goal-setting process.
- Manage month-end and year-end accounting close processes.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Contribute to a strong client/supplier relationship through positive, constructive, and consistent interactions.

Associate and Accountant

From December 2023 to June 2024 **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.

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.

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

Certificates

Digital Transformation of Global Finance - October 2025

AVANTIS

Introduction to Value Added Tax - August 2024

BCA International

Accounting Fundamentals - July 2024

Corporate Finance Institute (CFI)

Financial Statement Analysis & Income Tax (July-August 2024)

AVANTIS

Project Management Principles and Practices - July 2024

University of California, Irvine Division of Continuing Education offered through Coursera.

Reading Financial Statements & Accounting Fundamentals (June-July 2024)

Corporate Finance Institute (CFI)

Certificate of Completion of 3 Mastercard Online Courses - February 2023

- Cardholder Lifecycle Management
- Mastercard Sales Process
- Cards Portfolio

Work experience

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.

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

• **Proficient in Zoho Books**

• **Use Microsoft Office Word, Excel and PowerPoint effectively.**

Languages

Arabic

English

French

References are available upon request.

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