

Hiba Chidiac

📍 Zouk Mkael, Beirut, Lebanon

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Certified Accountant with over 7 years of progressive experience across Dubai, Nigeria, and Lebanon, managing full accounting cycles including accounts payable and receivable, payroll, bank reconciliations, month-end closing, and financial reporting. Highly competent in ensuring accuracy, compliance, and timely financial reporting within diverse business environments. After a temporary career pause due to family commitments, I am now fully motivated to re-enter the workforce and contribute effectively within a dynamic organization offering growth opportunities

Work Experience

General accountant

Buamim Marble & Granite Factory

LLC, Dubai

Feb 2017-Nov 2017

1. Accounts payable & receivable

- Managed full AP and AR cycle, ensuring accuracy and timely processing.
- Resolved discrepancies with vendors and customers and followed up on outstanding invoices to support month-end collections

2. Payroll

- Administered payroll processing and verified employee timesheets for accuracy and compliance

3. Bank reconciliation & Account management

- Performed bank reconciliations and independently managed multiple client accounts

4. Month-End closing & reporting

- Executed month-end close, including posting inventory-related journal entries
- Prepared financial statements, including Profit & Loss, Balance Sheet, and Cash Flow Statement

Financial Accountant

Darycet Engineering|

Nigeria

Nov 2011-Dec 2015

1. Petty cash management

- Managed petty cash operations and ensured proper documentation of all transactions

2. Journal entries & General ledger

- Posted and processed journal entries to ensure accurate recording of all business transactions

3. Accounts payable management

- Handled accounts payable, including invoice verification, tracking, recording in the general ledger, and coordinating payment processing
- Matched invoices with payments and supported check preparation and distribution.

4. Supplier reconciliation

- Prepared supplier reconciliation statements and resolved discrepancies

5. Financial reporting support

- Assisted in preparing financial statements, including profit & loss and balance sheet reports

6. Bank reconciliation

- Performed bank reconciliations to ensure accuracy and completeness of financial records

7. Inventory & Stock reporting

- Prepared monthly stock reports following physical inventory counts

Accountant

Dareen International, Alshaya Group

Beirut, Lebanon

Oct 2009-July 2011

1. Financial records & Data management

- Maintained financial records and updated accounting databases and Excel spreadsheets

2. Accounts receivable & Invoicing

- Updated accounts receivable and issued invoices

3. Banking & Reconciliation

- Organized cheques and deposits and performed bank reconciliations with ledger accounts.

4. Audit support

- Assisted in annual audit preparation by providing required documentation

Education

BA in Business and Finance

Sagesse University

June 2009

Beirut, Lebanon

Baccalaureate in Life Science

Collège Des Sœurs De La Charité

June 2024

Beirut, Lebanon

Skills & Languages

Intrapersonal Skills

- Communication
- Organization
- Teamwork
- Attention to Detail
- Multitasking
- Problem Solving
- Analytical Thinking

Technical Skills

- Microsoft Office (Excel, Word, PowerPoint, Outlook, Access)
- Oracle
- Peachtree
- QuickBooks

Languages

- Arabic (Native)
- English (Fluent)
- French (Fluent)