

# Hiba Kronfol

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## ACADEMIC QUALIFICATIONS

<b>Lebanese University- Faculty of Tourism and Hospitality Management</b> Master 2 Research in Tourism	2015
<b>Lebanese University- Faculty of Tourism and Hospitality Management</b> Master 1 Professional Hospitality Management	2014
<b>Lebanese University- Faculty of Tourism and Hospitality Management</b> Hospitality Management	2013
<b>Ecole des filles de la charité</b> Baccalaureate degree branch socio-economies	2010

## LANGUAGES

<b>Arabic</b>	native language
<b>English</b>	very good in written, read and spoken
<b>French</b>	very good in written, read and spoken
<b>Spanish</b>	fair in written, spoken and good in reading

## WORK EXPERIENCES

### **Accountant**

at Nénuphar SAL Offshore  
April 2015-Present

Post accounting entries of bank advices, with supporting documentation as required.  
Process Payments and transactions to suppliers through bank.  
Reconcile bank accounts at the end of each month.  
Issue sales invoices.  
Process calculation and declaration of NSSF.

### **Accounts Payable & Payroll Officer**

at Crowne Plaza Beirut  
September 2013 – October 2014

#### ***Accounts Payable duties and responsibilities:***

Obtain receiving orders reports together with appropriate purchase requests from the cost control

department on a daily basis.

Ensures appropriate signatures appear on receiving stamp reports.

Posting daily invoices and manual invoices.

Process payable vouchers and print cheques.

File payable vouchers and cheques paid with relevant notes and documents monthly.

Match invoices with purchase orders, receiving reports and check invoices as to quantity and price.

Obtain vendor's statement of account and reconcile with outstanding payables while processing payments.

Prepare daily revenue report and forward it to HODs.

***Payroll duties and responsibilities:***

Fill excel sheets(new, leavers, salary change, transfer, additions, deductions, incentive, advance, family allowances).

Check attendance sheet salary (salary & transport)

Prepare salaries and process transfer to the bank.

Process calculation and issue monthly payment for CNSS.

Process self audit on payroll done and audit over HR department.

Calculate and prepare end of service papers.

Submit yearly NSSF report.

**Hostess and Waitress**

at Intercontinental Phoenicia Hotel

April 2011– September 2011

**TRAININGS**

**Moevenpick Hotel & Resort Beirut**

HR training	(25 <sup>th</sup> of February until 15 <sup>th</sup> of May)	2013
Finance training	(27 <sup>th</sup> of August until 27 <sup>th</sup> of September)	2012
Front Office training	(16 <sup>th</sup> of July until 26 <sup>th</sup> of August)	2012
Housekeeping training	(1 <sup>st</sup> of June until 15 <sup>th</sup> of July)	2012

**Intercontinental Phoenicia Hotel**

Kitchen cross training for 1 month	2011
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**COMPUTER SKILLS**

Advance level of Microsoft Office programs (MS Word, MS Excel, MS Power Point).

Experienced with systems like Brains, Digisys, Fidelio, Opera, SETS, FBM, SUN & Time Management.

➤ References are available upon request.