Hiba Kronfol

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ACADEMIC QUALIFICATIONS

Lebanese University- *Faculty of Tourism and Hospitality Management*
Master 2 Research in Tourism   2015

Lebanese University- *Faculty of Tourism and Hospitality Management*
Master 1 Professional Hospitality Management   2014

Lebanese University- *Faculty of Tourism and Hospitality Management*
Hospitality Management   2013

Ecole des filles de la charité
Baccalaureate degree branch socio-economies   2010

LANGUAGES

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

WORK EXPERIENCES

Accountant
at Nénuphar SAL Offshore
April 2015-Present

Post accounting entries of bank advices (PV, JV, SV), 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.

HR & Payroll Officer
at Achour Holding
October-March 2015

Monitor daily attendance

Investigate and understand causes for staff absences
Inform affected managers of unexpected absences from work to ensure continuity of services
Update and maintain payroll records/amendments list
Liaise with staff and management on payroll related queries
Maintain leave, sickness and overtime reports
Assist in calculation and processing of termination payments
Conduct surveys whenever needed
Prepare Personnel Action Sheets for salary adjustments

Accounts Payable & Payroll Officer
at Crowne Plaza Beirut
September 2013 – October 2014

Accounts Payable duties and responsibilities:
Posting daily invoices and manual invoices.
Process payable vouchers and print cheques.
File payable vouchers and cheques paid with relevant notes and documents monthly.
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.
Submit yearly NSSF report.

Hostess and Waitress
at Intercontinental Phoenicia Hotel
April 2011– September 2011

TRAININGS

Moevenpick Hotel & Resort Beirut

HR training (February - May)	2013
Finance training, Front Office training & Housekeeping training (June-October)	2012

Intercontinental Phoenicia Hotel

Kitchen cross training for 1 month	2011

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.