###### **Curriculum Vitae**

###### Ghinwa Hijazi

|  |
| --- |
|  |

**Address**: Beirut,Bourj -Abi-Haydar Eben khaldoun Street

 Bourj Nasser Building

 2nd Floor

Tel:01-304981 Mobile:70-099123

**Email**: hijazighinwa@gmail.com

# Objective Seeking a challenging position in a progressive organization that offers opportunities for advancement and where my skills can be employed and developed.

EDUCATION

* 2013 ***Beirut Arab University*** Beirut, Lebanon

Bachelor Degree In Accounting

and Business Administration with GPA 3.24

* 2009 ***Lycee Officielle De Fakhreddine*** Beirut, Lebanon

 Lebanese Baccalaureate in Socio-economie(SE).

**EXPERIENCE**

* ***Seven months training at BLOM Bank Retail (Hamra ,Beirut) Sept/March 2014***

1) Approve loans within specified limits, and refer loan applications outside those limits to management for approval.

2) Meet with applicants to obtain information for loan applications and to answer questions about the process.

3) Analyze applicants' financial status, credit, and property evaluations to determine feasibility of granting loans.

4) Explain to customers the different types of loans and credit options that are available, as well as the terms of those services.

5) Obtain and compile copies of loan applicants' credit histories, corporate financial statements, and other financial information.

6) Review and update credit and loan files.

* ***Two months training at HSBC (Mina-El-Hoson, Beirut) July/Aug 2012*** 1) Preparing daily reports.

2) Actioning accounting service form.

3) Locking third party limit.

4) Delation of ATM card .

5) Opening new borrowing carporate account.

6) Prepare a reply for the heirs of the deceased.

7) Scanning of signature and smart form terms & condition.

* ***One month training at ARAB Bank (Riad-El-Soloh, Beirut) June 2012***

1) Dealing with customers queries face to face, over the telephone or in writing.

2) Serving customers at the counter.

3) Understanding customer needs.

4) Recommending suitable products and making sales.

5) Processing paperwork from sales, change of customer details, closure of accounts and so on.

6) Learning about new products, services and processes.

### PRESENT EMPLOYMENT:

* **GLOBAL TRAVEL/UNIGLOBE (Mar Elias-Beirut) *April 2014 to present***

1) Prepares asset, liability, and capital account entries by compiling and analyzing account information

2) Documents financial transactions by entering account information

3) Recommends financial actions by analyzing accounting options

4) Maintains accounting controls by preparing and recommending policies and procedures

5) Reconciles financial discrepancies by collecting and analyzing account information

6) Secures financial information by completing data base backups

7) Maintains customer confidence and protects operations by keeping financial information confidential

8) Check import/export documentation to determine cargo contents, and classify goods into different fee or tariff groups, using a tariff coding system.

9) Contact vendors and/or claims adjustment departments in order to resolve problems with shipments, or contact service depots to arrange for repairs.

10) Determine method of shipment, and prepare bills of lading, invoices, and other shipping documents.

11) Direct delivery trucks to shipping doors or designated marshalling areas, and help load and unload goods safely.

12) Direct or participate in cargo loading in order to ensure completeness of load and even distribution of weight.

13) Enter shipping information into a computer by hand or by using a hand-held scanner that reads bar codes on goods.

### OTHER SKILLS

* **Computer** : Proficient in Microsoft Office (Excel, Word).
* **Hobbies** : Running,Biking.

* **Language** : Arabic (Fluently Spoken & Written).

 French (Good Spoken & Written).

 English (Good Spoken & Written).

**PERSONAL**

* **Marital Status**:Single
* **Date&Place Of Birth** February 4 , 1991\_Beirut

**REFERENCE:**

 Romeo Karam Head Of Clearing Department at Global Travel 03/342794