

Hiba Ahmad Faour Resume



Personal Information

Address: Beirut, Aisha Bakkar
Mobile: 71/151738
D.O.B: 08/03/1992
Marital Status: Married
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Objective

To find a career path position in an organization where I can put use my education and work experience .I believe that I have the capability to work in a competitive environment to assume a leadership position with my work peers and to adapt to changing work requirements.

Work Experience

Administration/Translation August 2015- present	Jeddah Knowledge International School	Salamah district, Jeddah, KSA
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- *Check school email account for important announcement and translate them.*
- *Edit and prepares homework planner*
- *Prepare observation letters, incident letters, and conditional letters.*
- *Report directly to the administrative manager*
- *Handle parents complains.*
- *Prepare certificates of appreciation for staff at the end of the year*
- *Arrange meetings*
- *Prepare and translate MOE calendar*

English Teacher & Accountant
May 2014 till November 2014

Ecole AL Nawrass international

Str. Roways,
Jeddah, KSA

- *Teacher English from grade 1 to grade 4*
- *Prepares yearly curriculum plan*
- *Laisse with the subject coordinator and follow up regarding the curriculum*
- *Cash-flow monitoring*
- *Assisting schools with the preparation of year end returns (creditors, debtors, payments and receipts in advance).*
- *Accuracy of financial documentation and records.*

Internship

Blom Bank

October 2013 till February 2014

Hamra, Beirut,
Lebanon

- *Devising and presenting ideas and strategies*
- *Promotional activities*
- *Organizing events and product exhibitions*
- *Managing Marketing campaigns on social media.*
- *Follow up with costumers loans*
- *Customer support*

Internship

Bank Audi

June 2012 till July 2012

Mousseitbeh, Beirut,
Lebanon

- *Provides account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; referring to other bank services.*
- *Handle transactions and answer customer queries*

Internship

Arope Insurance

Aug 2011 till September 2011

Verdun, Beirut,
Lebanon

- *Calculate premiums and establish payment method.*
- *Confer with clients to obtain and provide information when claims are made on a policy*
- *Ensure that policy requirements are fulfilled, including any necessary medical examinations and the completion of appropriate forms*
- *Explain features, advantages and disadvantages of various policies to promote sale of insurance plans.*

Internship

HSBC Bank

Aug 2011 till September 2011

St. George Beirut,
Lebanon

- *Data Entry: Checks Salaries and Bill Payments*
- *Documentation of Electricity and mobile bills.*

Sales

Sport et Loisir

Jul 2009 till October 2010

Verdun,Beirut,
Lebanon

Education

Business Administration BA (Accounting) 2009 till 2013	Beirut Arab University (BAU)	Beirut
Lebanese Baccalaureate-Economics 2009	Saint Severious College	Beirut

Skills

- *COMPUTER SKILLS*
 - Microsoft office: Excel, Word, Power Point.
 - Internet and web browsing.

- *Teaching and Training*

Tutoring English & Sciences for Elementary & Intermediate levels.

LANGUAGES

Arabic: Native Language

English: Very good spoken & written

Hobbies

Music , jogging and football

Reference

Available upon request