



✉ rh420700@gmail.com

☎ + 961- 70420700

📍 Lebanon, Metn

🌐 lb.linkedin.com/in/rachid-hatem

# Rachid H. Hatem

**Quality & Internal Auditor - Business Consultant**  
**Wordpress Developer - Brand Designer**

**27th of May, 1992**

I have participated in many courses and certifications with Bureau Veritas, Lebanese Association of CPA's, Amideast, ISO Liban and fulfilled jobs at Globus Gro related to Business Development, Financial Management, Wordpress Development and Brand Design. On the other hand the experience I have made at Hatem Audit Firm on jobs associated with ISO:9001 file preparation, Quality Audit, Web Project Audit and International Audit jobs made me pursue a professional education in audit. Now I am taking the Lebanese Association of CPA's exams and the CIA courses and exams with the Institute of Internal Auditors.

[www.hatemauditfirm.com](http://www.hatemauditfirm.com) | [www.globusgro.com](http://www.globusgro.com)

## Education

**BACHELOR DEGREE IN BUSINESS ADMINISTRATION**  
Concentration Auditing & Accounting  
Holy Spirit University of Kaslik, 2014

**LEBANESE BACCALAUREATE IN SOCIOLOGY & ECONOMY**  
Collège des Frères Mont La Salle, 2010

## Certifications

- ISO 19011:2018
- QMS IRQA Lead Auditor
- Internal QMS
- ISO 9001:2015
- Google Marketing Fundamentals
- Visual Dolphin Accounting Software
- Boot Camp with Amideast

## Courses

- PMP Preparation Course
- Caseware Audit Software
- dipIFR ACCA

[www.rich.ws](http://www.rich.ws)

## Languages

Fluent in **English - French - Arabic**

## Skills

- Wordpress Web/App Development
- Wordpress Web/App Hosting
- Business Development Services
- Financial Management Services
- Windows & OS Literate
- MS Office Products
- Accounting & Inventory Systems
- Social Media Management
- Adobe Illustrator & Photoshop
- Sales & Marketing Strategy

## Experience

During my experience I have passed my Audit exam in the Lebanese Association of CPA's, worked on International Forensic Audit Jobs, ISO and Ministry of Economy Compliance files.

### I. Business Consultant

Globus Gro - Dec 2016 till Present

**Project Basis**

- Project Plan Development & Execution
- Brand & Identity Design
- Trademark & Company Registration
- Market Analysis & Feasibility Study
- Wordpress Web Hosting & Development
- Web Project Design & Functionality Audit
- Social Media Management
- Product Development

### II. Internal Audit Manager

Hatem Audit Firm - Dec 2011 till Present

**Contract Basis**

- ISO File Preparation
- Quality Internal Audit
- Management System
- Financial Reporting
- Forensic Audit
- Accounting & Taxation

## Projects

