

# Sandra DAGHER

Beirut-Lebanon

Mobile: + 961 71 154450

Email: [sandradagher@outlook.com](mailto:sandradagher@outlook.com)

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## Qualifications

- BS- Business Administration
- Ability to capture and learn quickly
- Fluent in Arabic, French and English

## Education

2010 – 2012	<b>BS – Business Administration</b> <i>AL- KAFAAT University; Ein Saadeh, Lebanon</i>
2009	<b>Lebanese Baccalaureate – Science de la vie</b> <i>Lycee officiel des filles; Jdeideh, Lebanon</i>

## Professional Experience

May 2016-Till Present	<b>Medicals International; Mansourieh-Lebanon</b> <b>Operations and Service Officers</b> <ul style="list-style-type: none"><li>▪ Regularly supporting the Regional Manager</li><li>▪ Ensure branch operational activities work</li><li>▪ Provide leadership</li><li>▪ Maintaining contract files and reports</li><li>▪ Gathering information</li></ul>
Oct 2015-May 2016	<b>Tanit Paramedic; Dora-Lebanon</b> <b>Sales Specialist</b> <ul style="list-style-type: none"><li>▪ Sell Medical Equipment</li><li>▪ Contact potential customers at hospital</li><li>▪ Arrange appointments with doctors and hospitals teams</li><li>▪ Built relationship with medical staff</li></ul>

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May 2012- 2015

**St Georges Hospital; Achrafieh - Lebanon**  
**Admission Office - Administrative**

- Approving medical cases for patients
- Calculating limits for critical patients
- Archiving and reporting documents
- Performing insurance data entry duties
- Good communications

November 2011- May 2012

**KWK; Fanar - Lebanon**  
**Khadam WA Khadamat**

- Secretary and filing
- 
- Attending meetings
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- Managing and maintaining budgets, as well as invoicing
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- Manipulating statistical data

## Skills

- **Language:** Arabic, French and English spoken and written fluently.
- **Computer:** Microsoft Office: MS Word, Excel, and PowerPoint.

## Personal Information

- Nationality: Lebanese
- Date of Birth: 22/8/1989
- Hobbies: Sports, hiking.

References: available upon request.

Thank you.