

Rosy El Khoury Samia

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SUMMARY

Banking and Finance graduate who seeks high level of experience in order to develop new skills and to apply all my theoretical knowledge through the job that will allow me to expend that knowledge.

SKILL HIGHLIGHTS

- Basic Computer Knowledge
- Good planning and organizational skills
- Adaptability
- Multitasking Skills
- Ability to work under pressure
- Attention to details

WORK EXPERIENCE

Outpatient Coordination, Middle East Institute of Health- Bsalim, Lebanon

3/2024-Present

- Accurately document patient information, assessments, treatments and interventions in medical records
- Dealing with insurance companies and state institutions to provide approval for the patient's need such as Bankers, Al Riaaya, Medgold, Globemed, Lebanese army, ministry of health, ...
- Responsible for ensuring that documentations meet required standards
- Maintaining a comprehensive filing system (manual and electronic) for all relevant documentation and ensuring that file maintenance is carried out as required
- Communicating directly with patients and dealing with patient queries in respect of their appointment

- Communicating with staff of other departments to provide the required service
- Collaborating with the healthcare team including physicians, technicians to optimize patient outcomes and experiences
- Working on the hospital system to make appointments and invoices related to the service provided
- Handling cash register.

Volunteer, Saint Boutros & Boulos Church- Qattin, Lebanon

8/2022-9/2023

- Making handmade products for the church's market
- Selling products
- Managing the cash register
- Taking orders from customers
- Keeping track of inventory

Sales/ Accountant Assistant, Printpack- Sin El Fil, Lebanon

6/2022-8/2022

- Reconciling invoices and identifying discrepancies
- Recording and filing cash transaction
- Controlling credit and chasing debt
- Managing the cash register
- Providing customers with information on pricing and product availability

Assistant Nursery Teacher, Le village du cocon- Bet Mery, Lebanon

7/2021-10/2021

- Greeting parents and welcoming children into the setting and helping them settle
- Organizing and leading activities
- Observing children to help understand their learning needs

Internship, Ministry of Economy & Trade- Beirut, Lebanon

6/2021

- Recording bills for sales
- Data entry
- Scanning
- Filing

Volunteer, Saint Antonios Church- Baniyas, Syria

7/2019

- Entertaining the kids in need by sharing with them a good time in elaborating new games

Accountant Assistant, Srou Insurance- Saifi, Lebanon

6/2018-9/2018

- Debit and credit transaction
- Filing

EDUCATION

Bachelor's degree in Business Administration, Antonine University- Baabda, Lebanon 9/2019-7/2022

Major: Banking and Finance

Baccalaureate degree (SE), Antonine Sisters High School- Roumieh, Lebanon

5/2018

LANGUAGES

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| • Arabic | Native |
| • French | Fluent |
| • English | Fluent |
| • Italian | Intermediate |

CERTIFICATIONS

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|-------------------------------------------------------|------|
| • Virtual Stock Exchange Competition | 2022 |
| • Thirteenth GC LAU MUN (United Nation Foundations) | 2018 |
| • Edulingua (Italian language and culture laboratory) | 2017 |