



Lara Samra

Accounting and Finance

Excellent attention to detail. Ability to multitask effectively. Strong written and verbal communication skills. Ability to perform repetitive tasks with a high degree of accuracy.



lara-samra@outlook.com



70430688



Saadiyat, Lebanon



linkedin.com/in/Lara samra

SKILLS

Billing processes and procedures

Ability to work efficiently

Attention to detail

Creating logo designs

Increasing clients digital presence

Customer interaction

Social media posting

Safeguarding a company's revenues

LANGUAGES

English



Arabic



EDUCATION

Banking and finance

Lebanese international university

01/2019 - 01/2022

Beirut/Lebanon

WORK EXPERIENCE

Billing officer

New europharm

01/2023 - 05/2023

Pharmaceutical company

Achievements/Tasks

- Liaising with Relationship Managers and Client Support Staff.
- Problem solving to minimise risk and ensure accurate billing.
- Proficiency in excel for data management and reporting.
- Occasional billings and team projects.

Beirut/Lebanon

Dentist assistant

HK dental clinic

02/2022 - 11/2022

Dental clinic

Achievements/Tasks

- Helping with infection control by sterilizing and disinfecting instruments.
- Assisting dentists in managing medical and dental emergencies when necessary.
- Creating and maintaining relationships with patients.
- Handling social media, posts, reels, and creating logo's.
- Basic knowledge of dental equipments.
- Preparing patients for dental work, and scheduling for the doctor.

Saadiyat/Lebanon

CERTIFICATES

Digital marketing

Content marketing, social media marketing, marketing analytics, basic design skills, paid advertising, goal and objectives, and how to reach audience.