

# Mike Sfeir

**Mobile:** + (961) 70 67 79 75

**Email:** Mikesfeir1@hotmail.com

**Address:** Jounieh, Ghadir

## EDUCATION

**Conservatoire National des arts et des métiers (CNAM),**

Nahr-Ibrahim

2021-Till present

Bachelor's degree in financial analysis

**Conservatoire National des arts et des métiers (CNAM),**

Nahr-Ibrahim

2018-2021

National Directory of Professional Certification in Assistant Accountant

**Jounieh Public High School,**

2012-2015

Lebanese baccalaureate in Life Science

**Diploma in French Language Studies**

2021

DELF B2

## EXPERIENCE

**TOTALCARE – USA / Medical Coder and Biller**

June 2021 -May 2022

- Preparing and sending invoices or claims for payment.
- Following up with insurance companies about outstanding bills.
- Properly coding services, procedures, diagnoses, and treatments.
- Tracking payments

**CMYK Printing solution and design / Administrative Assistant**

Aug 2019– June 2021

- Establish invoices and receipts.
- Participate in the inventory
- Customer service
- Present account statements

**Central Bank of Lebanon/ Training program**

July 2019

## OBJECTIVE

To start a good career in your company, expand my experience, knowledge, and skills.

## SKILLS

- Teamwork and collaboration
- Problem-solving and critical thinking abilities
- Close attention to details
- Quick learner
- Persevere
- Trilingual (Arabic, English and French)