

KAREN ABI KHALIL

PHARMACY ASSISTANT

Beirut, Lebanon

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WORK EXPERIENCE

Lebanese Hospital Geitaoui - Beirut, Lebanon

Pharmacy Assistant | SEP, 2019 - Present

- Receive prescriptions and communicate the required medications to the pharmacist.
- Package and label prescription medications.
- Maintain inventory stock weekly by placing the needed orders.
- Help process third-party insurance claims.
- Assist pharmacists in compounding prescription medications.
- Prevent the sale of expired medications by monitoring inventory.
- Extensive knowledge of medical and pharmaceutical terminology.

Mike Sport - Baabda, Lebanon

Sales Representative | JUL, 2018 - SEP, 2019

- Sell products and services using solid arguments to prospective customers.
- Perform cost-benefit analyses of existing and potential customers.
- Maintain positive business relationships to ensure future sales.
- Provide complete and appropriate solutions for every customer.
- Achieve monthly sales target.

Notre Dame de Jamhour Summer Camp - Jamhour, Lebanon

Monitor | JUN, 2013 - SEP, 2017

- Carry out daily activities.
- Ensure the safety and physical well-being of the children.
- Maintain daily communication with parents.
- Work within the childcare team to provide a high quality summer camp experience.

EDUCATION

SEP 2011 - JUN 2015 | Ecole Notre-Dame de la Delivrande

- Lebanese Baccalaureate in Life Science.

SEP 2015 - JUN 2018 | Lebanese University

- Bachelor in Biochemistry.

SKILLS

- English, French, Arabic - Business Level Speaking, Reading, & Writing.
- Computer skills: Microsoft Office Programs.
- Soft skills: Leadership, Patience, Work under pressure, Detail oriented, Teamwork, Communication Skills, Endurance, Time Management.
- Interests: Fitness, Outdoor Activities, Swimming, Music.