

Hawraa Hoteit

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WORK EXPERIENCE

Royal Vision

Beirut, Lebanon

Accounting Manager

2022

- Developed and implemented financial policies and procedures in addition to developing budgets and forecasting financial performance..
- Managed the company's accounts payable and accounts receivable in addition to analyzing financial data and providing insights to management.
- Advised management on financial matters, including investments and risk management.

Diab Medics

Beirut, Lebanon

Application Specialist

2021

- Provided training to customers on the use and maintenance of the company's laboratory machines.
- Updated product documentation such as user manual and technical specifications.
- Coordinated with other teams, such as sales and marketing to ensure that the company's products meet customer needs and promoted.

PROMEDZ

Beirut, Lebanon

Service Engineer Internship

2020

- Developed preventative maintenance measures to avoid malfunctioning of medical machines.
- Calibrated medical equipment to ensure proper functioning in addition to maintained accurate records of maintenance, repair, and calibration activities for medical equipment.
- Accomplished collaboration with other team members to develop and implement new technologies and procedures.

Cyber World Security Board

Beirut, Lebanon

Administrative Assistant

2019

- Answered and directed phone calls in addition to scheduled meetings and appointments.
- Maintained and updated records, databases, and spreadsheets.
- Organized and planned events in addition to made travel arrangements.

Legacy Group

Beirut, Lebanon

Telemarketer

2018

- Carried out a significant amount of calls to potential customers in addition to targeted customers who may be interested
- Qualified leads and determined the best way to follow up with the potential customers.
- Provided information about the company's services and bestseller's products to the customers.

EDUCATION

Lebanese International University

Beirut, Lebanon

MS in Biomedical Engineering, (GPA: 3.4)

Graduation Date: June 2021

SKILLS & INTERESTS

Skills: Microsoft Office (Excel, PowerPoint) | MATLAB | Python | C++ | Digital Marketing

Interests: Artificial Intelligence, Renewable Energy, Creative writing, Traveling