



# Eva Joseph Sleem

## Operations & Admin Officer

If you are looking for a person who is both a fast learner and a hard-worker, then you have reached your destination. My goal is to obtain a challenging position in a reputable organization where I can utilize my skills and contribute to the growth and success of the company.

## Experience

● Blumedica LLC - Achrafieh, Sassine Square 10 - 2023 - Present

### Operations & Administration Officer

- Overseeing and coordinating daily operations
- Managing administrative tasks such as scheduling meetings, maintaining records, etc...
- Managing budgets, coordinating logistics
- Procurement of supplies
- Coordinate with Ministry of Health
- Registration of implantable device at MOPH
- Quoting for large clients & Pricing products.
- Assisting in recruitment
- Assisting in Logistics & Procurement

● GlobalWide LLC - Jisr Al Wati, Mathaf 8/ 2022 - 9 2023

### Billing Officer (MEDICAL) & Assistant Manager

- Process and submit medical claims to insurance companies in a timely manner
- Verify patient insurance coverage
- Coordinate with TPA - such as BEST ASSISTANCE
- Follow up on unpaid claims
- Communicate with healthcare providers and patients to resolve any billing issues or discrepancies
- Ensure compliance with all relevant insurance regulations and guidelines.
- Support the general manager in overseeing operations, managing staff, and ensuring excellent customer service.

● MyOffice - Review Real Estate - Hamra Main Street 11/2021 - 6/2022

### Office Manager & Real Estate OFFICER

- Supervise and coordinate administrative staff.
- Manage office supplies, equipment, and facilities.
- Organize and schedule meetings, appointments, and events.
- Assist in the preparation of real estate documents and contracts.
- Coordinate property showings and open houses.
- Manage and update property listings on various platforms.
- Communicate with clients, buyers, and sellers.
- Organize and maintain real estate databases and files.
- Assist in marketing efforts, including social media and online presence.

## Languages

English (Acquired the british accent) (Excellent)

Arabic ( Native Language)

French (Intermediate)

## Contact

### Phone

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### Email

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### Address

Lebanon, Beirut

## Education

### BACCALURATE HIGHSCHOOL

#### BAC II

Literature & Humanities

2020

### UNIVERSITY

Lebanese University -

English Literature

2020 - 2021

## Skills

- Marketing
- ZOHO BOOKS CRM
- ODOO CRM
- Problem Solving
- Data Entry
- Knowledgeable of Medical Terms and Literate of Various diseases and symptomatic disorders
- Project Management Tools
- Strong Communication
- Translation English - Arabic
- Time Management
- Stock Control
- Independent
- Computer Literacy - MS OFFICE Applications & Softwares

# Experience

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JAYPAY Agency - BDD Beirut Digital District - Bchara Al Khoury

11/2020 - 3/2022



## ***Copy writer - Web Admin***

- Develop compelling and engaging content for website pages, blog posts, and marketing materials.
- Craft clear and concise copy that aligns with the brand voice and resonates with the target audience.
- Collaborate with marketing and design teams to create cohesive and effective messaging across various platforms.
- Maintain and update website content, ensuring accuracy, relevance, and a positive user experience.
- Monitor website performance and implement improvements to enhance functionality and load times.