

Rawan Choujaa

HR Assistant

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Beirut

14/02/2001

Lebanese

Driven and adaptable professional with a solid foundation in basic computer skills, including Microsoft Office and Excel, and a proven ability to communicate effectively in a calm and polite manner. Thrived in high-pressure environments during internships at prestigious institutions like al Sahel hospital, showcasing an unparalleled commitment to excellence and a keen ability to leverage technical skills and interpersonal abilities in a dynamic healthcare setting.

SKILLS:

- Communication skills with quiet and polite Manner.
- Ability to work under pressure.
- Strong leadership and supervisory capabilities.
- Enthusiastic for success.
- Basic computer skills such as Microsoft, excel, PowerPoint.
- Ability to work in a team environment.

EXPERIENCE:

Data Entry Clerk

Milana Pharmacy- Beirut

June 2025-Present.

- Enter all medicines and stock details into the pharmacy management system with high accuracy.

- Verify product details, quantities, and expiration dates to avoid discrepancies.
- Operate the cash register, process customer transactions, and handle payments accurately.
- Organize stock and arrange products on shelves to ensure proper display and accessibility.

Internship

At Al Sahel hospital

June-August 2021

Internship

At Al Kayan Center

August-September 2021

Internship

At Al Sahel Hospital

October-December 2021

Kitchen Staff

Kiss The Spoon

Beirut

Taking orders. Making them and delivering them for dispatch in the final packaging

December 2022-April 2023

Education:

Master of Business Administration in Human Resources Management

Lebanese international university (School of Business)

Expected graduation January 2025

Bachelor in Biomedical Science

Lebanese international university (Faculty of arts and science

January 2022

– Beirut campus)

Lebanese Bacc II

Life science

Lycée Laure moughaizel - Beirut 2018