

Kawthar Ayache

Address: Beirut, Basta Tahta

Phone: +961-76061935

Email: kawthar_ayache48@hotmail.com

Nationality: Lebanese

Date of Birth: April 8, 1998

Linkedin Profile: <https://www.linkedin.com/in/kawthar-ayache>

Professional Summary

Detail-oriented and dependable professional with experience in administrative support, pharmacy operations, and tutoring. Skilled in data entry, accounting, inventory control, and customer service. Strong team player with excellent communication and organizational skills.

Work Experience

Pharmacist Assistant

Elissar Pharmacy — September 2024 – Present

- Provided customer service and patient care, offering advice on medication usage and potential side effects.
- Manage prescription processing, customer inquiries, and inventory
- Educate patients on medication usage and potential side effects
- Maintain pharmacy cleanliness and regulatory compliance

Management Assistant

Media Solutions — October 2021 – April 2025

- Coordinated meetings, managed schedules, and organized daily operations
- Performed data entry, reporting, and sales tracking
- Prepared agendas, reports, and presentations
- Supported the team in administrative duties and internal communications
- Assisted in planning company events and projects
- Handled invoicing, expense tracking, and confidential documentation

Pharmacist Assistant

Chehab Pharmacy — July 2017 – May 2021

- Provided customer service and patient care, offering advice on medication usage and potential side effects.
- Managed inventory and stock levels, ensuring timely restocking and disposal of expired medications.
- Conducted routine checks to ensure compliance with pharmacy regulations
- Processed prescriptions, handled insurance claims, and managed billing processes.
- Maintained a clean and organized pharmacy environment
- Provided patient care and medication counseling
- Handled stock management and ensured compliance with safety standards
- Processed prescriptions and managed billing and insurance claims
- Trained junior staff on pharmacy practices and customer service

Private Tutor

Self-Employed — 2019 – 2020

- Tutored students in science and math
- Created tailored lesson plans and tracked academic progress
- Helped students prepare for exams and improve performance

Education

- Business Management, Lebanese International University (2021–2022)
- Biochemistry, Lebanese University – Faculty of Science (2016–2019)

Certifications

- Certificate in Communication Skills, Business Etiquette, and Innovation Sales Technique (2016)

Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Problem-solving and multitasking
- Strong communication and interpersonal skills
- Fluent in Arabic, English, and French

- Team coordination and administrative support
 - Pharmacy workflow, stock management, and patient education
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References

Available upon request