



# KARIM B. RAFEH

## CONTACT

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## PERSONAL INFORMATION

DOB: 6/5/1996  
Nationality : Lebanese

## LANGUAGES

Arabic: Native  
English: Fluent

## EDUCATION

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Lebanese International university (LIU)-Beirut Campus-Lebanon

In progress

MBA in Management

American University of Science and Technology (AUST)-Achrafieh  
Campus-Lebanon. 2016 - 2019

BS in Clinical Laboratory Science Emphasis Forensic Science

## WORK EXPERIENCE

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### Admission and Billing at Bshamoun Specialty hospital (May 2022 -In progress)

- Performs pre-admitting activities, receives booking for physicians and interviews patients before admission to obtain required information and to explain hospital policies.
- Prepares and distributes various Admission forms.
- Serve as a liaison with insurance companies regarding the admission of their subscribers and logs notifications made.
- Monitors physicians overdue chartist to ensure the booking restrictions are applied.
- Take emergency bookings, assigns beds to new admissions, arrange transfers, etc.
- Deal with all insurance companies for ER and Admission approvals.

### Pace e Luce (Phoenicia Hotel ) - Branch Manager

(Beirut - Lebanon)

June 2018 – Feb 2021

- Manage financial transactions and operate cash registers.
- Clearing transactions related to all products entering the company.
- Problem solving in fast-paced environment.
- Clearing Legal Transactions of the company.
- Finishing all documents related to government.
- Customer relations / Booking management
- Staff leadership and management (18 members)
- Managing stock levels and preparing purchase orders.
- Handling cash

Private sciences (Physics, Chemistry, Biology) and Math Tutor  
2020-2021

- Tutoring around 10 students in subjects related to sciences and math (Lebanon primary official education schedule)
- Preparing daily lesson plans based on individual student needs
- Helping the students address any academic gaps and needs
- Helping the students improve their study skills

**Laboratory Technician and Assistant -AUST Laboratories  
(Beirut - Lebanon)**

Oct 2017 – June 2018

- Receive, label and analyze samples.
- Conduct experiments under defined conditions.
- Organize and store all chemicals according to safety instructions.
- Record all data and results in specific forms.
- Maintain equipment and ensure that all safety guidelines are followed.

**TRAINING & SKILLS**

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2022: Training as laboratory technician at Bshamoun Specialty Hospital

- 2014: CSI 200: Computer training
- 16-3-2016: Technical workshop held at the launching event of AUST
- 10-3-2016: Lab safety and first aid training
- 3-10-2019: Practical Forensic training at the internal security forces (Lebanon, Aramoun)

MS Office (Word, Excel, PowerPoint)

**REFERENCE**

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Available Upon Request.