

# ***CARINE AFEICHE MERHEJ***

## **General Information**

Birth Place and date: Beirut Lebanon. April 18. 1975  
Mobile Number: +9613380963  
Email address: carineafeiche18@gmail.com  
Nationality: Lebanese  
Marital Status: Married  
Address: Ghazir – Keserwan - Lebanon

## **Education:**

2002- 2004 Université Saint Joseph - Sorbonne and Dauphine  
**MBA**  
1997-1998 Université Saint Joseph - Huvelin- Achrafieh  
**Maîtrise in Gestion and Management**  
1994- 1997 Université Saint Joseph - Huvelin- Achrafieh  
**Licence in Gestion and Management**  
1989-1994 Athénée De Beyrouth  
**Baccalauréat Français (Série A1)**  
**Baccalauréat Libanais (Série Scientifique)**  
1978-1989 Collège Protestant Français  
**Undergraduate School (Classe 4eme)**

## **Professional Experience:**

From November 2023 till Present **LAUMC-St John Hospital**  
**Recruitment and Staff Development Officer**

In charge of :

- Recruitment for all departments in the hospital
- Clearance and exit interviews for resigned staff
- Organizing training for all staff

October 2021 till October 2023 **Yaduna Foundation WHHC**  
**Chief Operating Officer (COO) & Executive Assistant to the CEO**

In charge of

- Managing Business Operations
- Strategic initiatives, monitoring and Evaluation
- Communication and Coordination with internal/external stakeholders
- In charge of the Human resources of all staff recruitment, compensation and benefits, resignations and trainings
- Project Management
- Sales and Business development support
- Policies and procedures
- Social media & Marketing
- CEO Personal projects

July 2019 – Sept 2021 **GlobeMed Lebanon– TPA** Lebanon  
**Reception and Filing Supervisor**

In charge of the

- Supervising reception of bills from all providers, and if the bills are complete and well organized
- Organizing the process of bills cycle within the company between all concerned
- Supervising the filing of all guarantors
- Supervising the delivery of all filings from all guarantors within the deadline mentioned as contract

October 2012 – June 2019 **GlobeMed Lebanon– TPA** Lebanon  
**Network Project Coordinator**

In charge of the

- New contracts and Deals with Hospitals in Lebanon
- Follow up studies and complaints for the hospitals and from guarantors
- Implementing new deals on the system and quality assurance on the system
- Classification of hospitals in Lebanon and in our operations abroad
- Special Project Management like UNHCR and Travel for treatment creation implementation and follow up
- Presentations and follow ups with all operations abroad

2010 – 2012 **GlobeMed Lebanon– TPA** Lebanon  
**HR Coordinator**

In charge of the

- recruitment process
- Creating and adjusting job descriptions as needed
- Preparing Clearances sheets, letters, attestations and Confidentiality
- Drafting Warnings and attestations
- Conducting Exit interviews and preparing statistics
- Preparing Management Information Systems (MIS reports of the department of the HR) on monthly, quarterly and yearly basis

2009 – 2010 **Globemed Limited /Mednet– TPA** Lebanon  
**Executive Assistant for the CEO**

In charge of

- Communication and Coordination between CEO and internal/External stakeholders
- Project Management
- Financial Reports
- Legal Issues.
- Sales and Business Development Support
- Documentation & reporting
- Administrative tasks
- Policies and procedures
- CEO Personal projects

2004 – 2009 **American University of Beyrouth Medical Center** Lebanon  
**Executive Assistant to the Chairman of Surgery**

In charge of:

- Statistical and financial, costing activities
- Budget of the Surgery Department
- Operational & Administrative activities
- Business and Staff Management
- Communication and coordination with internal and external stakeholders
- Project Management
- Documentation and reporting
- Policies and Procedures
- Social Media and Marketing

1998 - 2004

**Hospital Saint Georges**

Lebanon

**Financial Analyst- Budget Officer**

In charge of:

- Preparing quarterly and yearly for all departments in the Hospital of the
  - Capital and operational budget,
  - Budget Control and Statements of operations,
  - Occupancy Rates, and Cash Flow
  - Feasibility studies and Price Adjustments

**Internship**

July – September 1995

**Transorient Bank** - Elyssar- Metn *Current Account*

July – August 1996

**Banque Saradar SAL** - Achrafieh *Credit Documentary*

**Relevant Skills**

Computer skills

Microsoft Office (Word, Excel & PowerPoint)  
Google workspace

Languages

Arabic: mother tongue  
French: Mother tongue  
English: spoken, written and read fluently  
1998 Certificate of Proficiency and Competency in English  
American Language Center – Dbayeh

Other certificate

LOMA ACS certification 2016

***References available upon request***