

Aicha Borghol

Personal details

Name

Aicha Borghol

Email address

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Phone number

+96170406659

Address

Tripoli

Date of birth

October 5, 1996

Education

Social Sciences

Oct 2023 - Present

Lebanese University, Tripoli

Technical Baccalaureate in Accounting TS2

Sep 2018 - Jun 2019

Skills

Microsoft Office (Excel, Word, PowerPoint)

Communication Skills

Time Management

Excellent organizational skills

Attention to detail

Languages

Arabic : Native speaker

English : Good

French : Basic

Certificates

Life skills Training – Rouwad 2019

Profile

Dedicated professional with experience in administration and volunteering. Skilled in managing office tasks, organizing activities for children, and supporting distribution efforts. Able to work efficiently in dynamic environments with strong organizational and teamwork skills.

Employment

Oct 2020 - Present

Administration Officer

Hayaat Isaaf Shahbi, Tripoli, North Lebanon

- Register new patients and update their records, ensuring all data is entered promptly and accurately.
- Maintain and organize patient medical records, ensuring confidentiality and compliance with hospital data quality standards.
- Prepare and process patient admission and discharge documentation.
- Schedule and confirm patient appointments, manage cancellations, and coordinate rescheduling as needed.
- Coordinate with medical staff to ensure smooth clinic operations.
- Handle incoming and outgoing correspondence, including emails, faxes, and phone calls.
- Assist with the preparation of medical reports and other necessary documentation.
- Assist in organizing staff meetings, including taking and distributing minutes.
- Verify and update patient data to keep records current and accurate.
- Assist in the collection, recording, and analysis of patient and operational data for reporting purposes

Apr 2022 - Feb 2023

Volunteer – Child Support & Distribution Activities

We Love Tripoli, North Lebanon, Tripoli

- Facilitated Psychosocial Support (PSS) activities for children to promote emotional well-being and resilience.
- Organized and led recreational activities, including arts, games, and storytelling, fostering positive engagement.
- Supported the distribution of essential supplies, ensuring fair and efficient delivery to children and families in need.
- Collaborated with the team to assess children's needs and adapt activities accordingly.
- Ensured a safe and inclusive environment for all participants throughout the activities

Accounting Workshop-LAZeR
2018

First Aid Training
2023

Soft Skills - Danish Refugee
Council
2021

References

References available upon
request.

Internships

Feb 2023 - Apr 2023

Accountant

Centre Ville, Tripoli, North Lebanon

- Record and reconcile financial transactions
- Prepare financial statements and reports
- Manage accounts payable and receivable
- Process invoices and track expenses
- Ensure compliance with accounting principles and regulations
- Assist with budget preparation and financial forecasting
- Perform account reconciliations and resolve discrepancies
- Support audits and financial reviews