

Mariam Nabbouh

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SUMMARY

Dedicated and detail-oriented Nursing Floor Clerk with strong background in administrative coordination, patient support, and hospital workflow management. Skilled in HER handling, communication, multitasking, and ensuring smooth daily operations in fast-paced clinical settings. Highly motivated, disciplined, and committed to efficiency, accuracy, and excellent patient experience.

WORK EXPERIENCE

Nursing Floor Clerk Rafic Hariri General Hospital

2021 – October 2025

- Supported daily operations of the nursing unit by managing patient flow, admissions, transfers, and discharges.
- Served as the first point of contact for patients and families, offering guidance and support.
- Managed patient files and EHR with accuracy, confidentiality, and timely updates.
- Coordinated communication between nurses, physicians, and allied health professionals.
- Assisted with scheduling tests, arranging appointments, and preparing documentation.
- Monitored and replenished unit supplies, equipment, and forms.
- Responded professionally to patient inquiries and concerns.
- Ensured compliance with hospital protocols, infection control, and safety standards.
- Contributed to an organized, efficient, and patient-centered work environment.

Hospital Auditor – Supplies & Billing Responsibilities

Rafic Hariri General Hospital

November 2025 till present

- Audited and verified incoming medical supplies, consumables, and equipment against purchase orders, delivery notes, and supplier invoices.
- Ensured accuracy of billing for received goods, identifying discrepancies in quantity, price, or item specifications.
- Coordinated with procurement, warehouse, finance, and pharmacy departments to resolve billing and delivery issues.
- Reviewed supplier invoices to ensure contract compliance, approved pricing, and agreed discounts.
- Monitored inventory entries in the hospital system to ensure correct posting of received items.

Education

- **BS degree in Electronics**
Lebanese University – Faculty of Science 2022-2025
- **M1 degree in Education Technology**
Lebanese University – Faculty of Pedagody 2020-2021
- **License in Teaching (Math, Science, and Computer Science)**
Lebanese University – Faculty of Pedagody 2015-2018

LANGUAGE

- **Arabic Native or Bilingual Proficiency**
- **English Full Professional Proficiency**
- **French Full Professional Proficiency**

SKILLS

- **Multitasking & Time Management**
- **Unit Workflow Coordination**
- **Attention to Detail**
- **Communication & Interpersonal Skills**
- **Knowledge of Hospital Policies & Procedures**
- **Electronic Health Records (EHR) Proficiency**
- **Teamwork & Collaboration**
- **Problem-Solving**
- **Customer Service**
- **Basic Clinical Terminology Understanding**
- **Ability to Work Under Pressure**