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|  Elise Jean Tamer  |

Date of birth : 20-7-1984

Nationality : Lebanese

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**Academic Background**

**Business Studies & Accounts** **Arabic Open University** September 2011 – June 2015

Business studies and accounting provided me with the knowledge to succeed and ensured the development of my skills in problem solving, ethical decision making, communication, team work and leadership; increased abilities and confidence to handle managerial, financial and administrative activities.

Acquired and provided me with knowledge about the different approaches to the analysis and explanation of business problems, how to set targets and plan and how to achieve them.

**Training**

Executive secretary **Globemed Lebanon** May 2003 - September 2003

Topics:

* Expenses control
* Daily visa & filing

**Work Experience**

Project Assistant & Accountant **Gopa Worldwide Consultants** June, 2014 – August 2016

* Create project accounts in the accounting system
* Authorize access to project accounts
* Authorize the transfer of expenses into and out of the project-related accounts
* Review and approve supplier invoices, time sheets for work related to a project.
* Review the total accounts related to the project’s assets and expenses
* Maintain project-related records, including contracts and change orders.
* Carry out administrative duties by collecting data, sorting, filing and sending out project files to the right personnel, workers, and stakeholders. Supervise projects in progress and ensure that all issues related to the projects are clarified and completed to avoid confusion and interruption during execution of projects.
* Take records of all items and assure that they are adequately delivered to the various departments as directed by the project director. Make arrangements for meetings, presentations, seminars and trainings to be organized.

Manager & Accounting Assistant **SOMECO International** February, 2013 – March, 2014

* Devised and maintained office systems, including data management and filing;
* Arranged travel, visas and accommodation and, occasionally, take notes, dictation at meetings, provided general assistance during presentations;
* Screened phone calls, enquiries and requests, and handled them when appropriate;
* Met and greeted visitors at all levels of seniority;
* Organized and maintained diaries and making appointments;
* Dealt with incoming email, faxes and post, often corresponding on behalf of the manager;
* Carried out background research and presented findings;
* Produced documents, briefing papers, reports and presentations;
* Organized and attended meetings and ensuring the manager is well prepared for meetings;
* Liaised with clients, suppliers and other staff;
* Statement of account, reconciliation, collection, customer issue, invoices, receipt voucher, sales reports, etc.

I-Geme System **Globe med Lebanon** June, 2013 January, 2013

* Reimbursement Claim Application.
* Validation.
* In-Hospital Claims Bordereau.
* Hospitalization Visa Query.
* Accounts Control Report.
* Adjustment.

Medical Secretary **University Medical Center-Rizk Hospital** April, 2011- January 2013

* Scheduled meetings for CMO.
* On-call schedule for doctors, residents and interns.
* Managed documentation &CME for doctors.
* Committee reports.
Coordinated with insurance representative to get approvals for patients concerning all their medical procedures and tests.
* Prepared report for prolongation of patients’ stay if necessary after getting approvals.
* Checked patients’ medical file for any missing documents.
* Prepared all patients’ bills concerning x-rays, laboratory tests, interventional procedure, paramedical …
* Sent all billed requests to billing department to add them on the patients’ accounts.
* Prepared discharge sheets for patients and send them to billing department.
* Made sure all patients receive their x-rays, tests results and physician’s prescription on discharge day.
* Filed and organized patients medical files (+ Kardex)
* Compiled information about patients including treatments provided and diagnoses given.
* Sent requests to insurance companies for payment.
* Data entry for products used by patients.

Accountant & Administrator **Pickage Group** February, 2008- February, 2011

* Stock Accounting
* Sales invoicing
* Expense control
* Cash control
* Monthly settlement account
* Dolphin program accounting

**Skills**

Computer skills: MS Office, Microsoft outlook, internet, Dolphin, Power Point, i-Geme system.

Languages Skills:

English: speaking – (good), writing – (good), understanding – (good)

French: speaking – (very good), writing – (very good), understanding – (very good)

Arabic: speaking – (Excellent), writing – (Excellent), understanding – (Excellent)

Interpersonal skills:

Responsible

Flexible

Good in problem solving

Self-management, well organized

**References**

**Manfred Winnefeld: 79 172 071 manfred.winnefeld@gopa.de**

**Rouba Fares: 81 688 054 rouba@cofares.net**

**Yana Mila: +420 723 339 699**