



SIMON ZOU EIN

BUSINESS ADMINISTRATION & MANAGMENT

CONTACT DETAILS

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Location: Lebanon

PROFESSIONAL PROFILE

Business
Administration and Management
University graduate seeking a new
challenging and
enlarging venture. With extensive studies
in marketing, management, accounting,
corporate law and finance. In addition to
field experience in billing data
entry, customer/supplier communication
and numerous computer skills.
Furthermore my motivation of high
volume and ability to improve operational
efficiency makes me a valuable addition
to almost any team.

CORE SKILLS

- Oral and written English French and Arabic
- Interpersonal skills
- Business administration
- Problem solving and decision-making
- Leadership & Organization
- Ability to work under pressure
- IT skills
- Creative and strategic thinking
- Communication and motivation
- Sales & Negotiation

CAREER SUMMARY

PATIENT ACCESS ADMITTING OFFICER

American university of Beirut medical center | 2018 - 2020

Key responsibilities

Admitting patients to the Emergency Unit
Admitting and reserving rooms for in hospital patients
Following up with patient financial settlements
Contacting insurance companies and coordinating with all hospital floors
Bill editing and reviewing
Financial negotiation
Planning team's schedule
Assisting in the training of new employees

Key achievements

Improved patient and co-worker satisfaction
Introduction of many shortcuts found in the chain of work leading to time and
quality benefits
A marginal improvement in communication skills mostly due to patients being the
hardest costumers to deal with and that the hospital was frequently visited by
people of various nationalities ethnic diversities and background.

BANKING INTERNSHIP

Byblos bank | 2017

Key responsibilities

Handle numerous functions on the cash counter including and not limited to
deposits transfers and withdraws both in cash cheque and virtual.
Selling promoting and learning about various bank products loans, cards, insurance
policies etc.
Providing excellent customer assistance and communication
Introducing and educating customers on new mobile phone app feature
Interviews with customers on branch improvement in three different branches
Key achievements
Large improvement in customer satisfaction and reach in the various branches
The bank offered me the opportunity of employment post-graduation.
First experience in a professional work environment

EDUCATION AND QUALIFICATIONS

SAINT JOSEPH UNIVERSITY (USJ), LEBANON

Bachelor of Business Administration(ECA report available from
WES)

COLLÈGE DE LA SAINTE FAMILLE, LEBANON

Lebanese Baccalaureate SV (science de la vie)

IELTS General training band 7.5