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| Elise Jean Tamer |

Date of birth : 20-7-1984

Nationality : Lebanese

Marital Status : Single

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| **Work History** |

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| From February till present. | **Someco International**  **Position: Assistant Manager & Accounting** |
|  | Duties: Assistant Manager   * Devising and maintaining office systems, including data management and filing; * Arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations; * Screening phone calls, enquiries and requests, and handling them when appropriate; * Meeting and greeting visitors at all levels of seniority; * Organizing and maintaining diaries and making appointments; * Dealing with incoming email, faxes and post, often corresponding on behalf of the manager; * Carrying out background research and presenting findings; * Producing documents, briefing papers, reports and presentations; * Organizing and attending meetings and ensuring the manager is well prepared for meetings; * Liaising with clients, suppliers and other staff.   Duties: Accounting.   * Statement of account, reconciliation, collection, customer issue, invoices, receipt voucher, sales reports…… |
| From June till January 2014 | **Employer: Globe med Lebanon**  **I-Geme System** |
|  | Duties:   * Reimbursement Claim Application. * Validation. * In-Hospital Claims Bordereau. * Hospitalization Visa Query. * Accounts Control Report. * Adjustment. |
| From April 2011- April 2013 | **Employer: University Medical Center-Rizk Hospital**  **Position: Medical Secretary** |
|  | Duties: administrative secretary.   * Schedule meetings for CMO. * On-call schedule for doctors, residents and interns. * Managing documentation &CME for doctors. * Committee reports.   Duties: Medical secretary   * Coordinate with insurance representative to get approvals for patients concerning all their medical procedures and tests. * Prepare report for prolongation of patients’ stay if necessary after getting approvals. * Check patients’ medical file for any missing documents. * Prepare all patients’ bills concerning x-rays, laboratory tests, interventional procedure, paramedical … * Send all billed requests to billing department to add them on the patients’ accounts. * Prepare discharge sheets for patients and send them to billing department. * Make sure all patients receive their x-rays, tests results and physician’s prescription on discharge day. * Filing and organizing patients medical files (+ Kardex) * Compile information about patients including treatments provided and diagnoses given. * Sending requests to insurance companies for payment. * Data entry for products used for patients. |
| From February 2008-2011 | **Employer: Pickage Group**  **Position : Accountant & Administrator** |
|  | Duties:   * Stock Accounting * Sales invoicing * Expense control * Cash control * Monthly settlement account * Dolphin program accounting |
| From: May 2003-September 2003 | **Employer: Globemed Lebanon**  **Position: Executive secretary (Summer job)** |
|  | **Duties:**   * Expenses control * Daily visa & filing |

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| **Academic Background** |

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| Year of Graduation | ***University*** | Degree |
| June 2015 | Arab Open University | Business studies & accounts |

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| **Other Technical Qualifications** |

Computer literate:

- Ms Office, Microsoft outlook, internet, Dolphin, Power Point, i-Geme system.

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| **Languages:** |

English, French, Arabic