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|  Elise Jean Tamer  |

Date of birth : 20-7-1984

Nationality : Lebanese

Marital Status : Single

Mobile Number : +961 71 440827

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Address : Jounieh

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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……
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| 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.
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| 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.
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| 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
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| 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