

Pamela El Khoury Hanna

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Jbeil - Lebanon

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OBJECTIVE

Seeking a position in which I can apply my experience and knowledge related to finance to contribute toward the organization positively and acquire new skills which allows me to pursue an MBA.

EDUCATION

Bachelor of Business Administration; June 2013

Concentration in Finance, GPA: 86

Holy Spirit University of Kaslik (USEK), Kaslik, Lebanon

Certificate of Attendance: Thomson Reuters Markets Academy

EXPERIENCE

Secretary of Financial Director

Notre Dame de Secoues; Jbeil, Lebanon; October 2016- Present

- Receive the public, respond to telephone calls and set appointments
- Ensure communication between the director of financial affairs and other services at the hospital and third parties.
- Prepare the reports of the various meetings of the financial direction.
- Prepare letters, memos of service and format them.
- Deal with the filing of all kinds of documents.
- Receive different types of mails and fax and send them to the concerned persons.

External Biller/Cashier

Notre Dame De Secours; Jbeil, Lebanon; April 2015- September 2016

- Calculate medical expenses for patients according to pricing standard
- Collect payments from patients
- Issue receipts to patients
- Submit daily cash collection

Medical Secretary

Notre Dame De Secours; Jbeil, Lebanon; April 2014– March 2015

- Interview patient in order to complete documents, case histories and forms
- Enter patient information in order to create a personal file for each
- Maintain files and billing
- Take phone calls, make appointments and greet patients

Receptionist

Keserwan Medical Center; Ghazir, Lebanon

Training period:

Centre Hospitalier Du Nord; Zgharta, Lebanon; January 2014– March 2014

- Serve as the first point of contact for incoming patient and visitors
- Deal with patients and customers
- Maintain the receptionist area

Hostess

Byblos International Festival; Jbeil, Lebanon; June 2010 – July 2013

- Assist Byblos Festival in works and activities
- Maintain reservation
- Greet customers

Bank Trainee

Bank of Beirut; Amchit, Lebanon; August – September 2012

- Assisted customers with bank transactions.
- Participated in several customers services
- Resolved customer problems.

SKILLS & ABILITIES**Communication Skills**

Good in Arabic, French and English (writing, reading and speaking)

Computer Skills

- Microsoft Applications: Word, Excel, and Power Point;
- Internet Research Skills

EXTRACURRICULAR CLUBS AND ACTIVITIES

- Relax Club, November 2012 – May 2013

REFERENCES

Available upon request