

Nour Mohammed Ali El Darwiche
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EDUCATION

- B.A., Marketing, Rafik Hariri University 2009-2012
Distinguished honor in fall 2011, GPA: 90.15/100
- Al-Qualaa Secondary School 2008-2009
Graduated as Distinguished honor

Objective

Achievement driven; enjoy competitiveness and thrives on being the best and winning. Self-motivated professional with 5 years of experience in an Account Management Unit. Currently seeking an Account Manager position to utilize my ability to achieve high sales targets and goals for the company.

WORK EXPERIENCE

Senior Business Development Consultant at NYMGO Oct 2016 – Present

Responsible for reaching 40% of Nymcard FinTech market revenue

- Achieved over 2000% account growth from \$11,000 to \$250,000 in less than a year
- Built and managed relationships with portfolios of new and existing accounts while providing assistance in growing their business
- Conducted market research staying up to date with the latest trends and changes of the industry
- Generated and managed integrated campaigns to support marketing and sales needs
- Responsible for reseller accounts in VoIP in Oman, Bahrain, Saudi Arabia, Kuwait , Trinidad and Tobago, Haiti , Sudan and USA
- Generated B2B deals
- Processed orders via check, credit card, or direct bank debit

Clinic Coordinator at Beirut Eyes Specialist Hospital Feb 2013 – April 2014

- Employed social media strategies to promote hospital's services
- Monitored patients' online feedback and reviews
- Trained teams to use Hospital's CRM software
- Answered phones providing accurate information to patients
- Handled all aspects of appointment reservations of patients within the out clinic department and refractive surgeries
- Assisted in filing
- Issued invoices via Excel to the accounting department

Administrative Assistant at AMIDEAST

June 1 – Oct1, 2012

Customer Service Representative at AMIDEAST (internship)

May7 – June 29 2012

English Language Assistant at AMIDEAST (internship)

May7 – June 29 2012

- Promoted English Language courses in the reception area among walk-in visitors and social media.
- Assisted in the preparation of new project proposals and offers
- Participated in and assisted with educational fairs and/or other AMIDEAST project events
- Helped applicants in registration processes
- Trained new interns
- Answered phones, providing accurate information or helping to direct callers as appropriate
- Handled all aspects of registration of students within AMIDEAST's Point of Sale (POS) system
- Kept meticulous client logs and records with daily status reports
- Handled all aspects of the administrative work of the department (preparing schedules, teacher grade sheets, class rosters, and time sheets)
- Developed any necessary documentation, reports, statistics, and data required by AMIDEAST Head Quarters in the US for the Coordinator's submission
- Maintained a meticulous and proper filing system to ensure access to all data and documents
- Handled all administrative aspects of both off-site and on-site English language courses
- Supported the work of all other department colleagues to ensure all department programs are developed, promoted, implemented, and delivered successfully

SKILLS

Highly capable of integration between academic and practical skills

Quick learner

Analytical skills

Excel in team collaboration and solution brain storming

Excellent communication skills

Technical: Microsoft Office, Salesforce CRM, Microsoft Excel, Internet Research

Competency

LANGUAGES

Arabic and English: Advanced

French: Basic