

Name: Nourlin Sami Mounla
D.O.B: 01.06.1991
Gender: Female
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OBJECTIVE

A position that capitalizes on my managing and interpersonal skills to contribute and assist in Creation of excellence in the media science and administration management environment; I am also seeking a position that provide additional experience to further develop my skills as Communication Arts Person on general

SKILLS

All Microsoft Office programs, Online Marketing, Editing Videos, Online Networking, Adobe Programs, Voice Media, Qualified Communication Skills (dealing with customers and consumers using qualified conversational methods) and drawing different plans to .manage a complete institution or company and ability to work and co-operate with a team

Education:

- **Njoom International School** (1996-2001) at Jeddah (Kingdom Of Saudi Arabia)
- **Brevet, Dar-ul-Hijjah International High School** – (2001-2010) at Medina Al Munnawarah (K.S.A) (Life Science Section)
- **Bachelor's degree in Communication Arts – Broadcasting, Radio/T.V, Public Relation, Mass Media, Marketing, Management & Administration** at AUL University, Jadra Branch (2016)

Experience – (Employment):

- Entrepreneur, Financial and Insurance Consultant at Allianz SNA – (2016-2018)
- Volunteer English, Mathematics and Arabic Teacher at Syrian Refugees Camps - AVSI Association (UNICEF) Nov. – Dec. 2017
- English and Science Teacher at Lycée Descartes School, Class Kg's till Grade 7 – Ba'asir (2015-2016)
- Free Lance Member at KOUDURAT Association to reduce unemployment as online manager of communication department (2015-2016)
- Online Marketing Manager at Smart Building Systems Co Ltd. – Jeddah (K.S.A) (June 2015-December 2015) (www.sbs.com.sa) (Previously named Smart Accessions for Electronics (SAFE) worked with them in 2011 mentioned below)
 - *Supervised tasks of online marketing of smart home, building and company systems, fixed a complete exhibition for the company as a distributor for HDL automation company -Jeddah – Al Harthy Exhibitions Center, Shooting & Editing videos as a profile for the company
- <https://www.facebook.com/HDLautomation/posts/1655054851419015> (The Exhibition)
One of my Important Tasks: <https://www.youtube.com/watch?v=WWY310rVzRA>
- Promoter and position raised to Sales Manager at CHANEL brand for Make-up, Perfume and Skin care (Jeddah – K.S.A) Dec. 2012 – Feb. 2014
- Promoter at GUIERLIAN brand for Make-up, Perfume and Skin Care (Jeddah) 5 Months at 2012
- Secretary and Branch Manager at Smart Accessions for Electronics (SAFE) Company (Jeddah – K.S.A) (2011-2012) (www.safeksa.com)
 - ☐ Producing documents, briefing papers, reports and presentations
 - ☐ Organizing and attending meetings and ensuring the manager is well prepared for meetings
 - ☐ Organizing and maintaining diaries and making appointments
 - ☐ Devising and maintaining office systems, including data management and filings and dataentry.
- English Teacher at Dar-ul-hijjah International School (Medina Al Munnawara – K.S.A)(U.K.G to 5th Grade) after graduation from high school (2008-2009)
- Call Center Employee at French Cosmetic Company (AVON – K.S.A) (2007-2008)

Different Projects:

- Managed an exhibition for SBS Co. in Jeddah K.S.A (shooting, producing and creating a video online(<https://drive.google.com/open?id=0B5-iAvGIQqDxWIFtcGp0RmdWTG8>)
- Producing a complete video about the smart home and company systems adding my voice over (<https://www.youtube.com/watch?v=9l-1EWq11EE>)

Senior Project:

<https://www.youtube.com/watch?v=7YZIOX2HiQ8>

Languages:

Arabic: written and spoken

English: written and spoken

References:

- Mr. Rabie Jbeily – Allianz SNA Saida Agency Manager
TEL: +961-71668788
- Eng. Abdullatef Mutlaq –Executive Manager -Smart Building Systems Co. Ltd. (Jeddah–K.S.A, Palestine-60 Rd.) (www.sbsltd.com.sa/en.html)
TEL: +966-504266287
- Mr. Isam Saber –CHANEL Marketing and Sales Manager (Jeddah –K.S.A, Tahlia Rd)
TEL: +966-504336877

إفادة تدريب

موقع " صيدا تي في saidatv " الإعلامي

لمن يهمه الأمر

يفيد مكتب تلفزيون صيدا تي في saidatv على الانترنت أن الطالبة "نورلين سامي منلا" قد أتمت العمل التدريبي في الإعلام لمدة 90 ساعة في " التحرير - المونتاج - الأداء الإذاعي". وقد أعطيت هذه الإفادة بناءً على طلبها لتقديمها إلى من يهمه الأمر.

مدير الموقع

الدكتور عصمت القواص

TV
صيدا

صيدا في 9 شباط 2015



Arts, Sciences & Technology University in Lebanon
جامعة الآداب والعلوم والتكنولوجيا في لبنان

has, upon the recommendation of the faculty of Arts and Humanities and the approval of the Board of trustees virtue of the authority bestowed in it by presidential decree 674/2007, conferred upon

Nourline Sami Mounla

the Degree of

Bachelor of Art

(Communication Arts)

with all the honors, rights and privileges to that degree appertaining. In testimony whereof, the stamp of the university and the authorized signatures are affixed.

Given on the

first of July two thousand and sixteen.

Registrar

Dean



3020110433

بناءً على توصية كلية الآداب و العلوم الإنسانية و موافقة مجلس الأمناء واستناداً الى الحق الشرعي الممنوح للجامعة بموجب المرسوم الرئاسي رقم ٦٧٤/٢٠٠٧ منحت الجامعة

نورلين سامي منلا

درجة

بكالوريوس في الآداب

(فنون التواصل)

مع ما يلزم هذه الدرجة من شرف و حقوق و امتيازات و شهادة على ذلك قد خُفِضَت هذه الوثيقة بخاتم الجامعة و وقعت بتوقيع المسؤولين. أعطيت في

الأول من شهر تموز سنة ألفين و ستة عشر.

President

Chairman of the
Board of Trustees

335248