

Nour Bazzi

Beirut, Lebanon

+961 70 348 675

nourbazzisabra@hotmail.com

I am a graduate from the Lebanese American University, under the BS in Business with an emphasis in International Business. The chance to acquire this position is an exceptional opportunity to demonstrate to the organization that I can provide them with all the skills, educational background, and commitment needed to meet the organizational goals. My goal is to work hard if I get the privilege of acquiring this position in your prestigious organization and becoming a valuable asset to the industry.

EDUCATION

2014 – 2017 Lebanese American University, Beirut

International Business

Core courses:

Financial Accounting – Managerial Finance – Managerial Accounting – Financial Institutions – Global Finance – Business Mathematics – Introduction to Business – Strategic Planning and Policy Formulation – Hospitality and Tourism Management – Business Law and Ethics – International Economics – International Marketing – Managerial Statistics – Tourism Economics and Cultural Impact – Information Technology Management

2013–2014 University of London, London

Foundation in Humanities

Core Courses:

Media and Advertisement – International Relations – Politics – Sociology

2009 – 2013 Sagesse High School, Beirut

High School

2006 – 2009 Henry Clay, Caracas

Middle School

INTERNSHIPS

July 2015 - Tahseen Khayat, Lebanon

Sep 2015 Hospitality Management

Perform all guest check-in and check-out procedures, collect payment for room charges and other fees, answer phones and direct calls to appropriate personnel, check and send emails, make and confirm reservations, obtain or confirm guest information, assign rooms, etc.

July 2017 Fransabank, Lebanon

Banking & Finance

Assisting with administrative work while observing several aspects of accounting, portfolio management, financial reporting, and banking.

WORK EXPERIENCE

April 2018 - Allianz SNA **Present Administration and Quality Control**

Handling administrative duties, follow up with clients for administrative purposes, provide administrative assistance to executives and management team members, perform data entry duties, providing data and report to aid the sales team, act as an intermediary between the organization and the sales team, supervise and report any wrong activity, manage sales tracking tools and provide quality control.

ADDITIONAL SKILLS AND VOLUNTARY ACTIVITIES

Languages English – Fluent
 Spanish – Native
 Arabic – Native
 French – Intermediate

Computer Literacy Microsoft Office

Soft Skills Written and Verbal Communication Skills
 Team Player
 Critical Thinker

Voluntary Activities Volunteered for Clean Lebanon,
 Volunteered at Marathon Beirut
 Tutored fellow classmates

Memberships MUN / Entrepreneurship Club / Finance Club

