

# Nour KHALED

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## Personal details

Name Nour KHALED  
Nationality Lebanese  
Date of Birth 1984  
Telephone +961-3-985779  
E-Mail [nour\\_akhaled@hotmail.com](mailto:nour_akhaled@hotmail.com)

## Experience

April 2014 - June 2019 INTRAMURO s.a.l. Lebanon

### Executive Assistant

- Executed administrative duties required by the Operations Director
- Researched vendors for pricing and equipment availability.
- Maintained all record keeping on a customized software program.
- Negotiated with contractors and suppliers to get best offers.
- Followed up on the time frame, and deadlines of all planned tasks.

April 2013 - December 2013 LEGENG HOTEL Lebanon

### Purchasing Assistant

- Reviewed purchasing agreements with vendors and maintain open lines of communications with vendors.
- Developed an active process for measuring supply inventory and determining purchasing needs based on quarterly and annual numbers
- Compared product deliveries with issued purchase orders and contact vendors when there are discrepancies
- Evaluated offers from vendors and negotiate better prices

Oct 2011 - April 2012 MEDGULF "INSURANCE COMPANY" Lebanon

### Sales Executive

- Researched for clients and gathered background information about them
- Established contact with both existing and new clients
- Set up meetings to familiarize clients with products and services
- Market and sell various types of insurances (life and non-life insurances)

## BIA CAR PARK PROJECT

### Administrative Assistant (Maintenance Department)

- Follow up on all activities of the maintenance department for all projects.
- Follow up on the implementation of the maintenance department targets.
- Follow up on the time frame, and deadlines of all planned tasks
- Maintain a log of the staff daily and weekly plan.

### Advertising Supervisor (Advertising Department)

- Assisted in selling advertising services through sending letters, preparing offers & making presentations for clients
- Prepared monthly report of advertising activities along with the advertising variance to budget and monthly competitor report
- Coordinated with the Advertising Manager for finding new strategies and ideas to enhance this department

### Purchasing member (Purchasing Department)

- Negotiated with contractors and suppliers to get best offers
- Collected and file purchasing documents such as material requisitions, offers, purchase orders and invoices and follow-up on the process accordingly
- Updated the approved vendors' list & evaluate the approved suppliers.

## LOULOUA, BHAMDOUN SUITES, & LA MARTINE APARTMENTS

### Reservation & Marketing Supervisor

- Ensured the smoothness and efficiency of the furnished apartments Operation.
- Ensure the proper standing of the apartments, receive guests, execute all paper works and provide with all required assistance during their stay.
- Fully involved in the reservation process and execute reservations; walk- ins or through travel agents / tour operator.
- Prepared and issue daily sales and occupancy report and showing variance to variance.

### Four Points Sheraton Bhamdoun Shops

- Signed contract with relevant parties
- Conducted promotional and marketing issues
- Studied competition and prepare relevant reports.

Education      2002    BACC2    Lycee Franco Arab

Computer Skills      Microsoft Office Applications (Word, Excel, Power Point, MSProject  
Internet Explorer

Training      **March 2007**      **Management Integrated Consultants MIC**  
ISO 19011:2002-QMS Internal Auditing

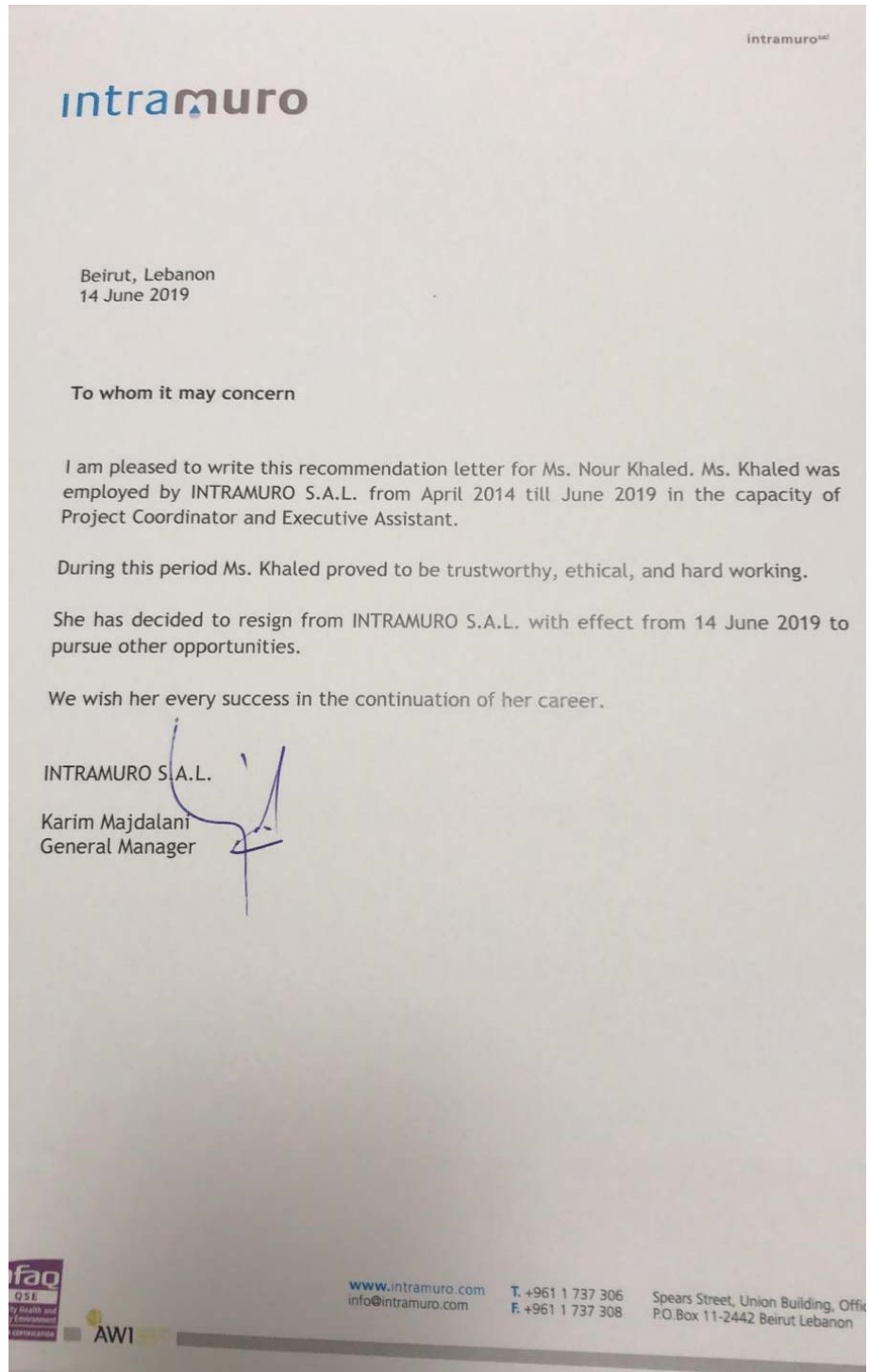
Participants to the workshop learned how to:

- Achieve better results through effective planning and clarifying objectives
- Spend more time working toward your high-value goals
- Audit on implementation of company procedure
- Review & update all forms & procedures
- Prepare new procedure when requested
- Deal with guest complaints and find preventive action accordingly

**April 2006**      **Self & Time Management Course**  
In order to better use of time for more productivity & improve performance at work  
Ability to work as part of a team and help keep the group focused on the task

Languages      Fluent in Arabic and English spoken and written.

References      Available Upon Request.





05 Apr 2011.

To Whom it may concern.....

This letter is my personal recommendation for **Ms Nour Ahmad Khaled**, Marketing and Reservation Supervisor of Mak Hospitality member of Al Kharafi Group.

Besides being a joy to work with, Nour is a take-charge person who was able to represent your property in a very good way.

she has creative ideas, she has successfully developed several promotions that were very attractive for us to promote Lebanon and Bhamdoun suite as well.

Though she was an asset to her marketing efforts, Nour was also extraordinarily helpful. In addition to sales representatives, she assumed a leadership role in sales meetings.

I feel confident that she will continue to succeed in her job. She has been a great help to our operation team with her pleasant and encouraging attitude.

It is for these reasons that I offer high recommendations for Nour. Her drive and abilities will truly be an asset to your establishment. If you have any questions regarding this recommendation, please do not hesitate to contact me.

Sincerely,

**Mirna Rida**  
**Deputy General Manager**  
**Rida International Travel & Tourism**

A handwritten signature in blue ink, appearing to be 'Mirna Rida', is written over a faint, stylized blue line graphic.

## M A K Travel, Tours & Airfreight CO



Date : 07<sup>th</sup> April 2011  
Ref. : MAK/GM093/11

Messrs:  
**MAK Hosp. & Tours Investment**  
Lebanon

**Subject : Thanks & Estimate**

First of all, I would like to thank you for the successful corporation between us, with my best wishes for more progress, success & fruitful cooperation.

In this regards, A special thanks for Ms. Nour Khalid for her progress efforts for the last years and her support for MAK Travel & Tours Co. and her urgent response for our all company requests in Kuwait, we named her as a special agent for us as always she is solving and helpful even for Sheraton Bhamdoun.

With my sincere wishes for your success and excellence

*Sincerely Yours*

*Kareem Sader*  
General Manager





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03/June/2011

TO WHOM IT MAY CONCERN

We, the **Lebanese Utilities Company s.a.r.l.**, hereby confirm and acknowledge that Ms. Nour Khaled has worked in our premises starting 01/06/2005 up till 03/6/2011 and her last job duties was **Marketing & Reservation Supervisor**.

During that period, Ms. Nour has showed commitment toward the company and she was hard worker.

This certificate has been provided upon her request without any responsibility for the company.

**Ashraf Warida**  
Regional Executive Manager