

Nour Imad Kabbani

Al Dana Street, Kabbani Bldg., Beirut-Lebanon

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PROFESISONAL PROFILE

Hard working student who is driven and can meet strict deadlines. I am interested in a management position where I can increase my leadership abilities through regularly encountering and solving problems, managing budgets and meeting targets.

PROFESSIONAL EXPERIENCE

01/2019 – Present GROUPMED REINSUURANCE BROKERS (GMRB) DOWNTOWN-LEBANON

Administrative officer

- Policies renewal
- Following up claims

02/2018 – 05/2018 GROUPMED INSURANCE S.A.L (GMI) DOWNTOWN – LEBANON

Sales

- Customer Service Insurance Project (Engineer Syndicate of Beirut)
- Producing Policies to Engineers

09/2017 – 11/2017 Parfois (ABC) VEDUN – LEBANON

SALES

Cashier

- Handling Petty Cash

10/2015 – 10/2017 HST LEBANON

SALES

Cashier

2013 – 2015 Makassed Tarik Al Jadide – LEBANON

VOLUNTEER

EDUCATION

2015 - Present ARTS, SCIENCE & TECHNOLOGY UNIVERSITY IN LEBANON

FACULTY OF BUSINESS

Majoring in: MARKETING & ADVERTISING

2015	Abed al Hadi Al Debes (Vocationnel center) BT3-MARKETING	BEIRUT - LEBANON
2014	Abed al Hadi Al Debes (Vocationnel center) BT2-ACCOUNTING	BEIRUT - LEBANON
2013	Abed al Hadi Al Debes (Vocationnel center) BT1-ACCOUNTING	BEIRUT - LEBANON

PERSONAL INFORMATION

Date of Birth	08 September 1995
Nationality	Lebanese
Languages	Arabic: Native Language; English: Full Professional Proficiency
Computer Skills	Word: Advanced; Excel: Advanced; PowerPoint: Advanced; Outlook: Advanced;