

# Nour Y. Awada

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Address: Beirut, Lebanon

Date of birth: August 10, 1994



## EDUCATION

2012 – 2015	<b>BS in Banking &amp; Finance – Lebanese University</b>	Beirut, Lebanon
June 2017	<b>Professional Diploma in Digital Marketing - Digital Marketing Institute</b> (Through Morgan Intl. Lebanon)	Dublin, Ireland

## WORK EXPERIENCE

Nov 2018—Present	<b>Accountant—MetLife</b>	Beirut, Lebanon
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Leading all transformation projects for Controllers.  
Supervising the AP dept.  
Preparing journal entries and participating in month/quarter closing.  
Reconciling balance sheet and P&L accounts.  
Monitoring operating expenses and preparing accruals accordingly.  
Leading the testing and training of new accounting and expense systems.  
Managing all inter-office transactions and settlements.  
Managing claims reserves in coordination with the Claims dept.

Dec 2017—Nov 2018	<b>Procurement Lead—MetLife</b>	Beirut, Lebanon
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Managed the whole payment system.  
Approved and controlled all purchase orders.  
Initiated new contracts and maintained existing ones.  
Benchmarked prices on all renewals.  
Started and executed saving projects.  
Ensured all third party risk assessment is completed.  
Supervised and reported all operational spend.  
Submitted weekly, monthly and semi-annual reports.  
Ensured all departments adhere to the policy and comply with the guidelines.  
Gave a bi-yearly training to all departments.  
Attended regional conference calls.

Sept 2017—Present	<b>Organizer, Board Member &amp; Digital Lead—EcoLearn Summit</b>	Beirut, Lebanon
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Designed and built website and SEO.  
Managed social media channels.  
Coordinated with sponsors.  
Organized logistics and event schedule.  
Find out more: [www.ecolearnsummit.com](http://www.ecolearnsummit.com)

June 2017—Present	<b>Freelance Digital Marketer (Founder of Conquer Digital)</b>	Beirut, Lebanon
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Services: Web Design, Graphics Design, SEO & Infrastructure,  
Email/Mobile Marketing, Social Media Planning,  
Analytics & Reporting, Identity Development.

July 2015 – Dec 2017	<b>Accounts Payable Officer – MetLife</b>	Beirut, Lebanon
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Controlled the company's payments.  
Entered and issued checks on a daily basis.  
Daily follow up with stakeholders (banks, suppliers, clients).  
Submitted daily and monthly reports.  
Attended regional conference calls.  
Led the implementation of new payment systems.

September 2014	<b>Teller &amp; Credit Officer Intern—MEAB</b>	Beirut, Lebanon
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Took care of clients' regular transactions.  
Filled out loan applications for clients.

## EXTRACURRICULAR ACTIVITIES

2013 – Present	<b>Volunteer – Lebanese Red Cross- Youth Department- LU Club</b>	Beirut, Lebanon
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Designed visuals for several activities and campaigns.  
Took part in several committees.  
Facilitated activities targeting youth on topics of social inclusion, soft skills, and non-violent conflict resolution.

Nov 2016– Dec 2018	<b>Energy Champion—MetLife</b>	Beirut, Lebanon
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Attended conferences to learn about energy saving methods.  
Led the company's facility management team to implement policies.  
Assisted in field work and quality control assessments.

May 2018—Present	<b>Instructor—INJAZ Lebanon</b>	Beirut, Lebanon
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Provided courses in Financial Education to university students.  
Provided courses in Digital Marketing and Google tools for school students.

July 2016/2018	<b>Volunteer – Habitat For Humanity</b> Restored homes of unfortunate people in various areas in Lebanon.	Beirut, Lebanon
2015—2016	<b>Volunteer – Food Blessed</b> Facilitated food distribution events.	Beirut, Lebanon
April-June 2015	<b>Volunteer – Fekrak Bi Ghayrak (Project by Ripples of Happiness &amp; INIAZ)</b> Developed identity. Approached several NGOs to participate in an NGO fair through cold calling. Initiated and organized an NGO fair for more than 500 students. Supervised the flow of the activity and the communication between students and NGOs.	Beirut, Lebanon

#### **MAJOR TRAINING PROGRAMS ATTENDED**

Digital & Innovation Recognition Program, MetLife	Warsaw, Poland
ARIBA End to End Training, MetLife	Dubai, UAE
Communication Skills by Lebanese Red Cross	Beirut, Lebanon
Leadership Mastery by John Keyrouz Consulting and Coaching	Beirut, Lebanon
Neuro-Marketing and Consumer Behavior by JKCC	Beirut, Lebanon
Goal Setting & Achieving by JCI Lebanon	Beirut, Lebanon
Conflict Resolution by Lebanese Red Cross	Beirut, Lebanon
Financial Planning for Startups, Jade Dagher, LOYAC	Beirut, Lebanon
Go Green Championship (2nd place worldwide) by MetLife	Beirut, Lebanon

Languages: Arabic, English, French (all fluent)  
Computer: Google marketing tools, Microsoft Office & Adobe Photoshop.  
Interests: Writing, Networking, Designing, Public speaking, Badminton, Drawing.  
References: Upon request.