

Nourhan Hmadeh

✉ nourhanhmadeh95@gmail.com
📅 Date of birth 09/02/1995
📞 70060422

Education

BA-Management Information System / [Arts, Science & Technology University in Lebanon](#)
Cola , Beirut
From March 2014 to 2017

Teaching Diploma / [Arts, Science & Technology University in Lebanon](#) Cola , Beirut
From March 2017 to March 2019

Languages

Arabic Fluent (reading,writing)

English Fluent (reading,writing)

Work experience

Elementary School Teacher (English) / [Choeifat national college](#) Choeifat-Main road
Since 2018

1. Preparing weakly teaching plans
2. Preparing written and vocal assignments and exams
3. Monitor and evaluate progress
4. Maintain a good teaching environment

Administrative Assistant / [Arts, Science & Technology University in Lebanon](#) Cola ,Beirut
From 2017 to 2018

1. Data entry
2. Handling secretarial work
3. Handling official paperwork for the university
- 4 Handling student forms and files
5. Customer relation management
6. Setting work schedules and meeting appointments

Skills

High respect for work ethics and rules

Microsoft Dynamics Nav, QlikView, Adobe Dreamweaver

Strong communication Skills

Superior attention to details

Microsoft Office applications : Excel-office