

Curriculum Vitae

Nour Al- Mawed

D.O.B.: August, 22, 1995

Current Address: Saida - Lebanon

Marital Status: Single

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Nationality: Palestinian

PROFILE AND OBJECTIVE

Beside administrative knowledge, I have an enthusiastic and energetic personality with strong and effective organizational and communication skills. I'm looking forward for an administrative position where I could deliver quality work that continues to exceed expectations. In addition to that, I can maximize my management skills, quality assurance, program development, and training experience.

EDUCATION

BBA, Management High Distinction, CGPA 3.9	Arts, Sciences, & Technology University of Lebanon (AUL)- Lebanon	2016 – 2018
Diploma, Accounting	Siblin training Centre (STC)- Lebanon	2013 - 2015

WORK EXPERIENCE

► **Secretary**

Techno metal construction (TMC)

November, 2015 – September, 2016

Major Responsibilities and Accomplishments:

- Answering calls, taking messages and handling correspondence
- Maintaining diaries, servicing meetings, and arranging appointments
- Typing, preparing and collating reports
- Filing
- Liaising with relevant organizations and clients
- Managing databases
- Prioritizing workloads

► **Accountant**

All Mart

Dec, 2017 – Nov. 2019

Major Responsibilities and Accomplishments:

- Worked on bank vs. accounts reconciliation.
 - Processed different financial transaction, mainly receivables and payables.
 - Post and process journal entries to ensure all business transactions are recorded
 - Update accounts receivable and issue invoices
 - Update accounts payable and perform reconciliations
 - Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
 - Assist with reviewing of expenses, payroll records etc. as assigned
 - Update financial data in databases to ensure that information will be accurate and immediately available when needed
 - Prepare and submit weekly/monthly reports
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- **Cool Technology company for AC from 23/6→23/7 (training)**
 - **HVAC TECH 20/6→20/7 (training)**
 - **Project management at Nawaya (unicef)**

SKILLS

- Ability to organize and prioritize multiple tasks quickly and accurately
- Data entry and analysis
- English and Arabic Typing
- Basic video editing and social media administration
- Excellent communications skills, customer service skills
- Excellent computer skills, Microsoft Office, SPSS, Visio etc..
- Professional reporting, filing and indexing skills.

REFERENCES

- **Dr. Hussein Aljardali** Senior Project supervisor , +961 70849820
AUL University
- **Dr. Imad Bekai** Instructor, +961 71112223
STC
- **Mr. louay assadi** General Manager, +961 70638881
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