

Nour Wehbe

Aramouni building, St.Charbel

Street Fanar, Metn, Lebanon

Mobile +961-76675020 • wehbenour8@gmail.com

PERSONAL STATEMENT

A determined and organized candidate, with strong work ethics. Can work under minimum supervision; capable of handling multiple inquiries. I am currently seeking roles to extend my experience to a wider variety of industries.

KEY SKILLS

- Microsoft applications Word, Excel, PowerPoint.
 - Excellent Internet research skills.
 - Language skills: Arabic (written and spoken), French (written and spoken), English (written and spoken).
 - Natural communicator with Smart Appearance.
 - Customer service skills, with excellence in Oral communication.
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PROFESSIONAL EXPERIENCE

Blossom Agency, Hazmieh, Lebanon

Hazmieh, Lebanon - **Supervisor**

- Supervising the hostesses and promotion girls

The Moment Events and Weddings,

Zgharta, Lebanon- **Wedding planner**

- Decorating table sets.
- Organizing the welcome drink section.
- Setting the timing of entertainment.
- Hostess

Bet al Fannan Academy,

Fanar, Lebanon - **Zumba Teacher**

- Zumba Instructor

Select agency

- Hostess

CPR Group, The Cocktail Festival,

Bet Mery, Lebanon- **Event Coordinator**

- Sending e-mails to the sponsors asking for details and payments.
- Meeting with the clients.
- Responsible of the entertainment section.

CPR Group, Marche du noel, Beit Merry, Event Coordinator

- Organizing the kids area(Photobooth,kazadoo,animation..)

CPR Group, The Burger Festival, Event Coordinator

- Sending e-mails to the sponsors asking for details and payments.
- Meeting with the clients.
- Responsible of the entertainment section.

La Danza Academy 2nd Annual Anniversary

Dekwaneh, Lebanon- **Organizer**

- Dealing with Sponsors
- Arranging Seats, Programs (All the event from A to Z)

Freelancer at Bouffons Event Planning For kids

- Santa and the Chocolate Factory (14 December till December 17th)
- Les joyeuses paques a Achrafieh: Fondation Mouna Bustros (31,1,2 April and 7,8,9 April 2018)

La Danza academy-

Dekwaneh, Lebanon- Marketing

- Event organizer
- Dancer
- Managing their social media accounts

Trainings

- Guest Care Protocol, Seminar with HE Dr. Joseph Haimari in collaboration with ISO at Monroe Hotel
- Front Office at Hilton Beirut Habtoor
- Guest Complain at Hilton Beirut Habtoor

Internship

CPR Group (Working for EMC Clinic)

Mansourieh, Lebanon

- Implementing new products and marketing strategy.
- Display at the clinic
- E-Shop
- Packages
- Marketing plan

EDUCATIONAL BACKGROUND

Arts, Sciences and Technology University in Lebanon. (AUL Mar Roukoz)

Bachelor of Business Administration
Major: Business Management

Beirut, Lebanon

College Des Soeurs Du Rosaire Mountazah

French Baccalaureate
Emphasis: SE

(Mansourieh)

Hobbies & Interests

Enjoy Reading Books.

Dance Skills

Swimming

Volunteer Work

Doing good is good a new group created between friends and families to help people in need, elderly and orphan organization like Affel, Lien de charite and beit al mahabba.

References

Available upon request