



NOUR AL MAWED

Ghazieh/hay al-reji street, saida, Lebanon, +96171069880, Palestinian,nourmawed95@hotmail.com

Professional Summary

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.

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
- Project management knowledge
- Work under pressure
- Team work involvement
- Highly committed
- Time management
- Problem-solving
- Critical thinking

Experience

Accountant

December2017 – November2019

All-Mart Supermarket | Chouaifet El Qoubbeh, Lebanon

- 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
- Organized procedures for month-end closing
- Balanced and reviewed monthly reports

Secretary

November2015 – September2016

Techno Metal Construction | saida, Lebanon

- 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
- Arranged schedules for management to meet with clients and business appointments

Education

- ❖ BBA
Arts, Science and Technology of university in Lebanon | jadra, lebanon
GPA: 3.9 (with high distinction)
- ❖ Diploma in Business Accounting
Sibline Training Centre | seblin, lebanon
88% (with high distinction)
- ❖ Lebanese official secondary certificate (baccalaureate in sociology and economy)
Bissan secondary school | Ein el-helwe Camp, lebanon
71.5% (with degree good appreciation)

Workshops and Seminars

- Project Management Certificate from nawaya (unicef)
- Red Cross Certificate (First Aid)
- Leaders and Peacemakers Certificate from Ithraa (workshop)
- Volunteer at al Ghazieh International Race Marathon

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
All Mart