

Nour Ali Kanso

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EDUCATION

American University of Beirut

From 02/2011 to 06/2013

Master of Arts in Financial Economics -

Graduated in June 2013 with a GPA of 89.3/100

American University of Beirut

From 09/2007 to 06/2010

Bachelor of Arts in Economics

Minor in Business Administration

Graduated in June 2010 with a GPA of 82/100

Areas of focus and interest: Macroeconomics, Microeconomics, Economic Statistics and Econometrics, Economic Development, Business Finance, Principles of Management, Principles of Marketing, Public finance, Labor Economics, Monetary Economics, Decision Making, Information Systems, Financial and Managerial Accounting

EXPERIENCE

American University of Beirut Medical Center

Administrative Assistant in the Department of Surgery

From 12/2018 to Present

- ❖ An assistant to the Department of Surgery Chairman, General Surgery Division Head, Faculty members, and Clinical Department Administrator. The assistance provided covers more than one area: Administration, Financial, Accounting, and Digital Marketing.
Financial and Accounting Emphasis:
- ❖ Prepare and follow up on complete and accurate payments pertaining to Chariman, faculty members, residents, staff, and Department expenditures. These payments include travel expenses, catering expenses, accommodation, memberships, exams, business cards, IT and communication hardware, and other miscellaneous expenses
- ❖ Assists the division head in tracking the proper collection of the specialty consult and billing charges in the Divisional charge pool
- ❖ Analyze and allocate the breakdown of expenses incurred on the Department's Fund in order to generate a financial report to reflect the nature and the amount of funds spent in each division in the Department
Administration Emphasis:
- ❖ Assist in the faculty appointment, evaluation, reappointment, and promotion procedures by maintaining updated faculty profiles by regularly registering their academic, clinical, teaching and administrative and research activities on the online Faculty of Medicine Information System or assigned database
- ❖ Prepare the monthly Wintime and Payroll reports for the Clinical Department Administrator's review and Chairman's signature
- ❖ Provide operational and administrative support for all functions within the division including assisting faculty members with administrative documents, travel documents, vacation requests, and coordinate this with the Chairman's administrative staff
- ❖ Assist the Division head in organizing the divisional yearly agenda and strategic plan and future projects
- ❖ Attend and minute all divisional faculty meetings
Digital Marketing Emphasis:
- ❖ Assist the Clinical Department Administrator and faculty members to coordinate the logistics for departmental or divisional awareness activities, such as the World Liver Day or Scoliosis Day, as well as the logistics of visiting faculty
- ❖ Assist in drafting and developing content material for the departmental newsletter, website, and other review reports as needed
- ❖ Review and prepare content for the divisional website as instructed by the head of division and prepare social media content for the Department of Surgery to be posted on AUBMC social media platforms

American University of Beirut

Accountant at the Federal & Medical Research Grants Section Comptroller's Office

From 05/2013 to 10/2014

- ❖ Provided financial services to externally funded research projects by various national, regional and international philanthropic organizations, governmental institutions and non-governmental institutions, foundations, as well as private companies(ex: March of Dimes, Institute National de la Santé et de la Recherché Médicale (INSERM), United Nations Children's Fund (UNICEF), United Nations Development Program (UNDP), United Nations Population Fund (UNFPA), World Health Organization (WHO), GlaxoSmithKline, Hoffmann-La Roche Ltd, NOVARTIS, Sanofi-Aventis, National Institute of Health (NIH), etc..)
- ❖ These services were directed towards both funding agencies and funds recipients
- ❖ I was in charge of numerous Medical Grants of considerable budgets and amounts that were granted to the faculty of Medicine to support various research projects, clinical trials, and workshops implemented by the faculty medical doctors

- ❖ This made me learn many interesting things, gain new skills, and enrich my experience: Examples are below:
 - 1) Ensured budget control and compliance through making sure not to charge over budget expenses and unallowable costs under budget line items on the grant. This responsibility made me experience one of the biggest challenges I faced during my work, where one doctor tried to charge a personal expense on a medical research grant, my attentiveness to little details made me figure this out and thus I had to stop this payment immediately and report to my manager this incompliance. It made me learn how important is ethics at work and how should it be conducted and the way it can affect the institution's reputation. In addition to that, this incident enhanced my problem-solving skills at work regarding any obstacle that I might face in the future.
 - 2) Communicated accounting information, budget information, queries, and requests to both funding agencies and fund recipients through emails, meetings, and workshops held with both parties. This anticipated in enhancing my communication skills and gain self-confidence
 - 3) Prepared financial statements to fund recipients to reflect the budget spent and budget remaining to spend on the grant and to advise them on the financial state of their project
 - 4) Developed comprehensive financial reports to funding agencies on a quarterly, semi-annually, and yearly basis supported with documented expenses that were committed on the grant to reflect the use of funds and to enforce compliance and reporting procedures and policies of AUB (grant recipient)
 - 5) Assisted in organizing, storing, and restructuring grants which resulted in increased efficiency and cost reduction for the institution; and in solving many pending problems and cases over the years. This was accomplished through day-to-day follow up and intensive hard work with research project directors, funding agencies, and with the Office of Grants and Contracts at AUB

Administrative Assistant at Comptroller's Office

From 11/2012 to 05/2013

- ❖ Managed the communication of the Office of the Comptroller with other University departments and external organizations
- ❖ Managed customer relationships and helped support client inquiries
- ❖ Balanced the accounts receivables and payables, ensuring timely payment from external parties
- ❖ Coordinated with Human Resources Department regarding personnel policies and trends like paid leaves, unpaid leaves, and periodic paid research leaves
- ❖ Handled requisitions for equipment, supplies and materials, and general expenses

Volunteer Work

Al-Hadi Institute for the Visual and Hearing Impairments and Language and Communication Disabilities

- ❖ Assisted in Voluntary works and activities; like, recording audio tapes, accompanying the disabled to their university exams, and other voluntary activities
- ❖ Realizing and acknowledging how my voluntary work anticipated in helping these people at the center made me feel very happy and it made me realize that one can achieve any goal and any dream in his life with patience, perseverance, and with belief in one's abilities and capabilities even with the existence of disabilities

SUMMARY SKILLS

COMPUTER SKILLS:

Highly proficient with MS Office and Oracle Software

LANGUAGES:

Fluent in English and Arabic

HOBBIES:

Travel: It is the only thing that you pay for and makes you richer. My trip to Salzburg was one of a kind. The nature, the history, and the artistic aspect of this city are amazing and breath-taking.

Reading. I am a fan of psychology books.

Cooking: Kitchen is my happy place. I love to try new and challenging recipes from all international cuisines.