



# NOUR ABO SIDO

Administrative Assistant



**BEIRUT, LEBANON**  
**SAIDA, LEBANON**



**MARCH, 13, 1997**

## OBJECTIVE

I seek for a long-term professional assignment with a known organization, where I can add more tangible value through the positive attitude, persistence, and teamwork. This would present a valuable opportunity to increase my experience and intelligence to reach the goals of the organization.



**76320269**



**[nour1512@hotmail.com](mailto:nour1512@hotmail.com)**

**LANGUAGES:**  
**ENGLISH, ARABIC**

**HOBBIES**

## EDUCATION

**Beirut Arab University, Lebanon**

2015 - 2019  
BA in Economics  
GPA 3.1

**Shaw Academy,**  
**Diploma in Project Management**  
2020

**Lebanese University, Lebanon**

BA in Social sciences  
2019- present

## WORK EXPERIENCE

**Al Rabeeh Real Estate Company - Administrative Assistant**

2017 – 2019

- Accounting.
- Budgeting and reporting to higher managers.
- Sales.
- Handling customer phone calls and legal papers.
- Taking complete responsibility until reaching customers' satisfaction.

**Aseel Office for Domestic Workers - Administrative Assistant**

2018

- Recording, legalizing and following up with documents.
- Dealing with legal documents in the Ministry of Labor.
- Checking in and out visas for the foreign worker.

**Freelance Math and Economics Teacher – Grades 11 & 12**

2017 - 2020

- Plan and present private lessons to students.
- Grading assignments, quizzes and tracking students' progress.
- Develop students' theoretical and applied skills.
- Assigning homework, grading assignments and documenting students' progress.



## **ACHIEVEMENTS & CERTIFICATES**

---

- **DIGITAL LITERACY CERTIFICATION – June 15 2020**  
Demonstrating achievement of the knowledge skills in Living Online.
- **DIGITAL LITERACY CERTIFICATION – June 5 2020**  
Demonstrating achievement of the knowledge in Computing Fundamentals covering Computer Hardware, Computer Software,

Operating Systems, Troubleshooting, Basic Maintenance, File Management.

- **DIGITAL LITERACY CERTIFICATION – June 11 2020**  
Demonstrating achievement of the knowledge and skills in Key Applications.
- **BUSINESS AND FINANCE CLUB – 15 December 2017**  
Successfully attended the “Body Language and Physiognomy Workshop provided by Dr. Nabil Khoury.
- **Design Thinking for Innovation (online course) Certification. – OCT. 2020. University of Virginia.**
- **Growth Mindset for Teachers and Learners Certification – 2020**
- **Initiating and Planning Projects Certification – University of California, Irvine.**

## **SKILLS**

---

- Proficient with Microsoft Office (Word, Excel, Power Point)
- Proficient in working with internet and research
- Excellent communication skills
- Excellent organization skills
- Excellent leadership skills
- Experience in accounting
- Problem solving
- Critical thinking
- Flexibility
- Teamwork
- Responsibility
- Reliability
- Attention to details