





CONTACT ME AT

 nouch_@hotmail.com

 Nour chaaya

 (+961) 71-750844

 Awkar , Beit El Chaar

SKILLS

Microsoft Excel, Word, Powerpoint,
Dynamics NAV & CargoWise

Event Planning and Management

Customer Service

Communication and Negotiation

Multitasking

Problem Solving

Logistics Management

Analytical Skills

Time Management

Teamwork

Learnability

LANGUAGES

Arabic 

English 

French 

ACTIVITIES

Member of Donner Sans Compter
Nov 2018 - May 2019

Member of USEK Business Alumni
Committee

Oct 2017 - Feb 2018

Member of the Welcoming
Committee at USEK

Apr 2016 - Jul 2017

Scouts
Feb 2013 - Aug 2016

INTERESTS



NOUR CHAAYA

WORK EXPERIENCE

PROCUREMENT COORDINATOR

JAN 2019 - PRESENT

Roadster Diner, Deek Duke & Bartatine

- Review purchase requests and issue purchase orders in accordance to specifications and in compliance with relevant policies and procedures
- Place orders for material, supplies, major equipment and food and beverages
- Resolve problems related to purchasing Issues to ensure stock availability
- Coordinate deliveries of items between suppliers & branches
- Point of Contact & Support for over 50 Branches

OPERATIONS COORDINATOR

AUG 2017- NOV 2018

Globe Express Services

- Coordinate and negotiate with forwarders, shippers and custom clearance agents to import and export products.
- Negotiates prices and contract terms with suppliers, vendors, or freight forwarders.
- Manage and follow up shipments :Cross, Import & Export

LIBRARY ASSISTANT

FEB 2015- JUL 2017

USEK MAIN LIBRARY

- Assist in the management and circulation of library materials
- Provide basic informational and directional assistance to users of the library
- Explain routine library policy and procedures to the public

INTERN

MAY 2016 - AUG 2016

Baalback International Festivals

- Provide excellent customer service to exhibitors as part of the show management activities
- Prepare invitations and send out at appropriate time.
- Communication with Artists & Hospitality management

RUNNER

SEP 2014-DEC 2014

DUO Restaurant

EDUCATION

Bachelor In Business Administration - Management

Holy Spirit University of Kaslik (USEK)

2014 - 2017

Economic and Sociological Sciences (ES)

College Maristes Champville

2002 - 2014