

NATHALIE DAOU

CONTACT

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Valid UAE Residency

ABOUT ME

MBA graduate who is dedicated to getting the job done. Team player who is task oriented and never settles for less than 100%. Eager to develop new skills and gain invaluable knowledge, no challenge is too great. International mindset equipped with 4 languages, looking for multinational opportunities.

EDUCATION

Paris Sorbonne University - Abu Dhabi

2013 – 2017 | BA in Applied Foreign Languages – International Business

American University of Beirut

2019–2021 | Masters in Business Administration

EXPERIENCE

Sept. 2013 - May 2016 Paris Sorbonne University

Part-Time HR Officer

- Creating files for every employee and updating the files regularly – changing the filing system to facilitate the updating process, creating soft copies of all files and maintaining them
- Writing up contracts for new employees, proof-reading them and following up through the signing process
- Receiving and processing requests both in person and through the online system

June 2017 - April 2018 Mashreq Bank

Universal Banker

- Achievement of KPI's on personal banking products as well as cross selling other bank products and customer acquisition through walk-ins
- Managing customer expectations for every transaction, minimizing customer attrition and reducing service application rejections
- Performing and handling all financial transactions in a risk-free manner using the latest teller automation devices while maintaining set service standards at all times

Feb 2020 - To Date American University of Beirut

Research Assistant / Instructional Media Specialist

- Assisting in planning, organizing and coordinating the 4th International ASHRAE Conference on Efficient Building Design (Beirut 2020) in a virtual manner due to the COVID-19 pandemic
- Providing instruction and assistance with electronic & virtual learning opportunities to faculty, students and staff (supporting material/media)
- Course planning, development, and production of high-quality interactive courses to enhance the curriculum and improve student equity and success using Articulate Storyline (integrated with Moodle) for the Graduate Diploma in Building Energy Solutions.

SKILLS

Leadership
Articulate 360
Microsoft Office
Organization



LANGUAGES

English
Arabic
French
Italian

