



NOUR HANIEH

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A very hardworking, energetic and ambitious person who has developed a mature and responsible approach to any task that I undertake, or any situation I'm presented with. As a graduate with various experience in Sales, call center agent and lab technician. I am excellent in working with others to achieve a certain object on time and with excellence.

EDUCATION

09/2017 – 07/2020

MEDICAL LABORATORY SCIENCES, **BEIRUT ARAB UNIVERSITY (BAU)**

Awarded a Bachelor in science.

EXPERIENCE

01/2017 – 04/2018

STAFF, PLAYTOWN

Role: Ensure that kids are having fun and playing safely

Communicating with staff and families

Make sure everyone is comfortable

Skills Gained: Animation skills, teamwork skills.

- Positive attitude. Being calm and cheerful when things go wrong.
- Self-management
- patience

10/2018 – 07/2019

SALES ASSOCIATE, TOYTOWN

Role: Salesgirl

selling a company's products by identifying leads, educating prospects on products

- Develop strong, ongoing relationships with prospects and customers
- Coordinate with other team members and manager to optimize the sales effort

Skills Gained:

- Strong verbal and written communication skills
- Product knowledge
- Proven ability to meet and exceed sales
- Active listening skills
- Organization skills

12/2019 – 01/2019

SALES ASSOCIATE, THE TOY STORE

Role: Salesgirl

Related to toy town

JUNE 2020 TILL SEPTEMBER 2020

ANERA

Volunteer for ANERA NGO after Beirut explosion

Role:

- Understanding my role and responsibilities as well as the rules and safety regulations of the organization.
- Completing the relevant training and asking questions if we are uncertain about anything.
- Completing all duties assigned by the supervisor and report any issues
- Arriving on time for duty and remaining professional
- Completing relevant training and attending meetings

Skills:

1. Respect and diligence
2. Good time management
3. Commitment
4. Compassion

- 5. Leadership
- 6. Teamwork
- 7. Strong work ethics

11/2020 TILL 12/2021

JOUE CLUB

Seasonal staff sale at Joue club

Selling a company's products by identifying leads, educating prospects on products

- Develop strong, ongoing relationships with prospects and customers
- Coordinate with other team members and manager to optimize the sales effort

Skills Gained:

- Strong verbal and written communication skills
- Product knowledge
- Proven ability to meet and exceed sales
- Active listening skills
- Organization skills

24/12/2020 TILL FEBRUARY 5/2022

DATA ENTRY

Irshad and Islah Organization

responsibilities:

1. Entering benefeciars and account data from source documents within time limits
2. Compiling, verifying accuracy and sorting information to prepare source data for computer entry
3. Reviewing data for deficiencies or errors, correcting any incompatibilities
4. Keep information confidential
5. Research and obtain further information for incomplete documents

Skills:

1. Proven data entry work experience
2. Familiarity with administrative duties
3. Experience using office equipment
4. Excellent knowledge of correct spelling, grammar and punctuation
5. Organization skills, with an ability to stay focused on assigned tasks
6. Attention to detail

7. Confidentiality

DEC 10 TILL JANUARY 20 2022

DAR AL AJAZAA HOSPITAL INTERNSHIP MEDICAL TECHNOLOGIST INTERNSHIP

Responsibilities:

- conducting and supporting scientific investigations and experiments
- planning, setting up and undertaking controlled experiments and trials
- recording and analysing data
- demonstrating procedures
- collecting, preparing testing samples
- maintaining, calibrating, cleaning and testing sterility of the equipment
- presenting results to senior staff
- writing reports, reviews and summaries

skills:

- Independence
- Meticulous attention to detail
- Excellent written and oral communication skills
- Good teamworking skills
- Analytical skills
- Time management

JANUARY 25 2022 TILL MARCH 5

COVID PCR TECHNICIAN AT PHD LABORATORIES

Responsibilities:

- collecting, preparing testing samples
- demonstrating procedures
- maintaining, calibrating, cleaning and testing sterility of the equipment
- present results
- recording and analysing data
- sending results to patients

skills:

- Meticulous attention to detail
- Excellent written and oral communication skills
- Good teamworking skills
- Analytical skills
- Time management

MAY 1 2022 TILL AUGUST 2022
JUNIOR CONSULTANT MANAGER
AT THE FINANCIAL PRIMES

Responsibilities:

- 1- Provide business advice to public, private and not-for-profit organizations. This usually involves helping them solve a challenges.
- 2- how to grow their business, how to make it more efficient or how to organise and structure itself in a different way
- 3- Creating proposals for new clients based on their needs and goals
- 4- Developing client relationships by meeting with them regularly to assess their needs and progress

skills:

- Meticulous attention to detail
- Excellent written and oral communication skills
- Good team working skills
- Organization skills
- Time management
- Research
- Problem solving

PRIVATE TUTOR
SCIENCE AND MATH FOR GRADE 6 AND 11

15 JUNE 2022 TILL PRESENT
DAILY WORKER AHLAM LAJAE IN COLLABORATION WITH ANERA AND UNICEF

Responsibilities:

- 1- Ensure everything is going well
- 2- Monitor other volunteers
- 3- Giving lectures about menstrual hygiene and environmental hygiene
- 4- Be in contact with beneficiary
- 5- Take beneficiaries to hospital for covid vaccination
- 6- Ensure and encourage beneficiaries to recycle
- 7- Data entry

8- Survey filling

skills:

1. Respect and diligence
2. Good time management
3. Commitment
4. Compassion
5. Leadership
6. Teamwork
7. Strong work ethics

OVERALL GAINED SKILLS:

- Really good with children
- Works cooperatively
- Work well under pressure
- Accountable
- Ethical and loyal
- Fast typer
- Good with Microsoft (Word-PowerPoint-Excel)
- Diligent and Organized
- Flexible
- Willingness to learn and learns quickly
- Good computer skills
- Organization skills
- Research skills
- Analytical skills

CERTIFICATES

01/2020 – 02/2020

IC3 CERTIFICATE

09/2019 – 12/2019

HOSPITAL ROTATION INTERNSHIP (MAKASSED HOSPITAL)

01/2020 – PRESENT

HOSPITAL ROTATION (Lebanese Hospital Geitaoui)

BLS certification



LANGUAGES:

ARABIC: Native

ENGLISH: Fluent