

Nour Harajli

• Lebanon, Beirut • (961) 71 286 632 • 23/09/1992
Nour_harajli@hotmail.com • www.linkedin.com/in/nour-harajli

Experienced Operations Coordinator with a background in Finance and management and 6 years' experience growing revenue for the banking sector. Seeking an opportunity to implement acquired and innate skills with organizational and development expertise.

WORK EXPERIENCE

Fenecia SAL Bank, Beirut

Operations and Administration

07/2015- present

- Processed general expenses of branches (EDL bills, fuel bills, municipality, etc.)
- Created and executed yearly media plans.
- Closure and reporting of petty cash in all branches monthly.
- Closure of accruals and prepayments on SAB system monthly.
- Maintains the petty cash boxes, cheque books, and accuracy of invoices with the highest level of secrecy.
- Reviewing and ensuring eligibility and accuracy of invoices
- Assisting in writing press releases related to any event made.
- Assisting in procurement, press releases and annual gifts processes.

La Rose De Sim, Beirut

Administrative Assistant

02/2015-07/2015

- Responsible for social media (Facebook & Instagram) of the company.
- Created a new look book.
- Responsible for setting a weekly basis calendar tasks plan.
- Dealing with customers in the shop daily.
- Arranging invoices in terms of supplier, items and quantities ordered.
- Checking orders to be sent outside Lebanon.
- Maintains the petty cash boxes and cheque books.
- Attending exhibitions that the firm participated in such as designer's week held in Zeytouna Bay.

EDUCATION

- Master's degree in the major of Marketing & Management.
2013-2016 Antonine University- Faculty of Business Administration- Hadath Branch.
- Bachelor's degree in Banking and Finance.
2011-2013 Antonine University - Faculty of business administration- Hadath Branch

INTERNSHIPS

- Training at Al Ahli Bank- Gallery Semaan Branch in year 2015
- Training at Federal Bank in the corporate department- Achrafieh Branch in year 2014.

Additional Skills

- Interpersonal skills
- Great written and communication skills
- Ability to work as a member of a team and to adapt quickly to change
- Computer skills: *Microsoft Office (Excel, Word, PowerPoint)*
- Highly energetic and enthusiastic
- Highly patient and extra punctual to deadlines