



PROFILE

A Master's graduate, trilingual, seeking to establish myself as a professional in the field of business administration and to contribute to economic and social development.

CONTACT

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NOURA HAIDAR

Nationality: Lebanese
D.O.B: 29.11.1999
Address: Beirut, Lebanon

DIPLOMA AND QUALIFICATIONS

2020 - 2022: Master's in Management Science & Business Administration, specialization Banking and Finance
Antonine University, Baabda, Lebanon

2017 - 2020: Bachelor of Science in Business Administration, specialization Banking and Finance (GPA = 3.8)
Antonine University, Baabda, Lebanon

2017 - 2018: One Semester – Bachelor in Marketing
Saint-Joseph University of Beirut, Mansourieh, Lebanon

2016 - 2017: Lebanese Baccalaureate (Economics and Social Science)
Green Space School, Choueifat, Lebanon

PROFESSIONAL EXPERIENCES

November 2021 – December 2021: Intern in the Accounting and Finance department, Allianz-SNA

Responsibilities

- Processing insurance claims on SNA system and calculating policies and estimations for risky customers
- Providing assistance to actuarial managers
- Writing daily reports and issuing warning letters for customers
- Providing assistance to customers on SNA insurance policies
- Attending meetings and training sessions

July 2019 - August 2019: Intern at Banque du Liban

Training program:

- Introductory courses related to the different BDL departments
- Writing reports on training courses

June 2019 - July 2019: Intern at Fransabank

Responsibilities:

- **Operational section:** Cash transactions, check drawn, inward and outward transfers and domiciliation.

- **Commercial section:** Client account creation, cards and processing
- **Administrative tasks:** Scanning & Filing

CERTIFICATES

- **January 2022:** DELF B2 Diploma
- **July - August 2019:** Banque du Liban Training Certificate
- **May - June 2019:** Certificate of completion: "Economena User Station Lebanon Economic Statistics"

VOLUNTEER ACTIVITIES

April 2017- Present: Volunteer at Galactic Goodness Organization

Galactic goodness organization is a charity organization aiming at spreading kindness in Lebanon. GGO Projects in which I have participated in are i.e.: a walk for kindness in Beqaa; Pending bread " ربطة الك ربطة الي "; Connect and energize.

INTERPERSONAL AND TECHNICAL SKILLS

- Good communication skills (Arabic, French, English)
- Highly organized and efficient
- Ability to work independently or within a team
- Presentation & Problem solving skills
- Leadership capabilities and management skills
- Entrepreneurship and marketing skills
- Microsoft Office

REFERENCES AVAILABLE UPON REQUEST