

NOUR AWADA

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As a self-professed life-long learner, with an obvious passion for enhanced customer service and data organization, I have always excelled at any job or internship I have held. It is a pleasure of mine to transform any kind of numerical information into a story or document of some form that is clear and easily understood.

EXPERIENCE

OCT, 2020 – JUNE 2021

Procurement Office/ Administrative Assistant / Hattab Bros.

- Prepare administrative part of tenders with minimizing percentage of error
- Handle letters of credit and guarantee (LC and LG) by always reminding the owner to take actions before due dates
- Compose orders for interim payments by checking prices and quantities for all items in BOQ, conforming to contract conditions and coordinating with the project manager.

JUNE, 2019 – JULY 2019

Teller Trainee / Bank Audi, Beirut, Lebanon

- Type of accounts (main features and required documents)
- Cash withdrawal and deposit
- Cheque withdrawal, deposit and clearance
- Credit card and applications

EDUCATION

2022-PRESENT

**MASTERS IN BANKING AND FINANCE, FACULTY OF BUSINESS,
LEBANESE UNIVERSITY.**

OCT-2020

**BACHELORS IN BANKING AND FINANCE, FACULTY OF BUSINESS,
LEBANESE UNIVERSITY.**