

NOUR SHATILA



Istanbul - Yenibosna



30/09/1996



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SOCIAL MEDIA



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EDUCATION

09.2020 - 06.2022

Beirut Arab University (BAU)

Masters in Business Administration

09.2013 - 06.2018

Beirut Arab University (BAU)

Bachelor in Law

EXPERIENCE

09.2022 - present

Mefdental

Team leader Salesman

- Delivered quality customer service while cultivating client satisfaction and loyalty.
- Maintained sales floor with well-coordinated restocks and good inventory management skills.
- Maintained awareness of advertised items to accurately recite current pricing and promotions.
- Trained and developed new team members to improve product knowledge and selling abilities.
- Engaged customers and trained sales associates using strong knowledge of products and promotions.
- Solved and quickly met customers' needs to maintain high satisfaction ratings.

12.2021 - 09.2022

Mefdental

Salesman

- Contacted new and existing customers to outline benefits of products.
- Leveraged CRM system to manage sales activities and track sales performance.
- Adhered to company initiatives and achieved established goals.
- Placed orders and answered customer questions in-person, through email and over phone to maximize customer service.
- Used CRM database to track referral and appointment data.

10.2021 - 11.2021

Dentakay

Data Entry & Reporting Analyst

- Enter personal customer information into databases as collected upon forms or spreadsheets
- Analysing data to find answers to specific questions.
- Assessing quality of data and removing or cleaning data.

10.2020 - 09.2021

Ousaned NGO

Lawyer

- Worked with 'Ousaned' a Lebanese NGO, to help unfortunate prisoner in bailing them out and providing them a new chance in life, this program is in corporation with Ministry Of Interior and Municipalities,
- Collaborated with Romyeh Prison and contacted Colonel Ayoubi for more Prisoners details and provided some essential materials required for the prison that are missing.
- Worked closely with disabled or impoverished individuals to locate helpful financial resources and community programs.

09.2020 - 09.2021

Jizzini Law Firm

Lawyer

- Under the supervision of the lawyer Me Ali Jizzini Attend tribunals in palace of justice in Beirut, Baabda , Nabatieh , Jdeide , Rashaya, Batroun
- Participated in writing and editing of the paper work of Law suits (criminal ,civil ,etc)
- Participated in the procedure of different types of Law Suits

10.2018 - 09.2020

Me Kamal Hadid

Lawyer

- Working with lawyers Kamal Hadid, Ali Mekdad, Ahmad Hasan, Ibrahim Shbaro, and Fouad Matar.

SKILLS

- ✓ Adaptability
- ✓ Communication
- ✓ Decision Making
- ✓ Demonstrates strength in quality orientation
- ✓ Problem-Solving

LANGUAGES

English	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Arabic	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Turkish	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>

SOFTWARE SKILLS

Word	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Microsoft Powerpoint	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Microsoft Excel	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>

CERTIFICATIONS

- Certificate with IUP (interuniversity program) regarding international Criminal Law and Procedure by ICC
- Certificate of participation in Harassment and bullying under the laws of Arab countries between reality and expectations
- Certificate of attendance Let's Talk Anti-Corruption" workshop on the "Legislative tools of Anti-Corruption" held by Lebanese Transparency
- Certificate of attendance Towards a Postgraduate program in Land Governance serving the needs of Lebanon and other Middle Eastern countries hosted by Lebanese University collaborated with UN
- Certification of completion the Massive Open Online Course (MOOC) from the Embassy of the United States of America in Lebanon about Freedom of Expression and Information in the Time of Globalization
- Maharat Min Google Digital Marketing Training
- Certification for participating with a sense of duty to the community from SB overseas Aid Humanitarian International