

NOUR MAJED

PERSONAL DETAILS

Hadi Nasrallah Street Beirut Beirut
nurl23.mj@gmail.com, 71329694
Date of birth: January 9, 2005
Gender: Female
Nationality: Lebanese

PROFILE

Member of Lebanese Red Cross youth sector. Dynamic and versatile team player with experience in both sales and educational settings in Beirut, adept at engaging with diverse age groups and ensuring excellent client and customer satisfaction.

EDUCATION

High School diploma Al Sadek International High School, Beirut <ul style="list-style-type: none">earned high school diploma in Life Science department	Sep 2020 – Jun 2021
Management Information System Lebanese University, Beirut	Nov 2022 – Jun 2025

EMPLOYMENT

Sales agent Beirut <ul style="list-style-type: none">Worked as a sales agent at an exhibition for 10 days in November 2022 and 2023.	Nov 2022 – Nov 2023
kids monitor Beirut <ul style="list-style-type: none">Supervised children's activities and ensured their safety during all sessions.Facilitated play sessions and educational activities for children of various ages.	Jul 2024 – Aug 2024
Data entry typist Banin Charity <ul style="list-style-type: none">Validated and entered data from sales event sign-ups into the company database.	Mar 2025 – Mar 2025
Cashier Book Addicts Library <ul style="list-style-type: none">Accurately processed customer transactions and managed cash drawer to ensure financial accountability.	Present

SKILLS

Work under pressure
Collaboration
Active listener
Microsoft Word
Powerpoint

Good customer service
Good communication
Microsoft Excel
Canva

LANGUAGES

English

Arabic

HOBBIES

■ croshet
■ swimming

■ Hiking
■ Reading

COURSES

Robotics and Automation Workshop

Feb 2022

- Participated in the Robotics and Automation Workshop in 2 hours

Genius Activities Monitor Training Program

Jun 2024

- The training was held from Friday, 14 June 2024 to Saturday, 15 June 2024 and has equipped participants with essential skills and knowledge necessary to effectively monitor and mentor children during summer camps.

Saying No to Sexual Misconduct

May 2024

- A self paced online course that was held by IFRC to take measures to prevent and respond to sexual misconduct.

Psychological First Aid

May 2024

- Online course on psychological first aid

Build a Desktop Application

Apr 2025

- Developed a user-friendly desktop application for inventory management utilizing C#.