

Nour Kobeissi

Address: Beirut, Lebanon

E-mail: nourko.work@gmail.com

Mobile: +961 71 528 813

Education

Lebanese American University, Beirut Lebanon

Sep 2021 - May 2024

Bachelor of Science in Business Studies - Information Technology Management

- Acquired a 50% Baccalaureate Scholarship
- CGPA 3.89/4.0

Experience

Administrative Assistant / Sales Coordinator

Gala Lab Sarl, Beirut, Lebanon

May 2024 - Present

- Led outbound sales initiatives, securing partnerships with over 20 retail locations.
- Maintained regular communication with business customers to ensure smooth business operations.
- Resolved customer inquiries and complaints while offering tailored product recommendations to align with client needs.
- Managed all e-commerce operations.
- Generated comprehensive Excel reports on sales, inventory levels, and stock distribution; delivered insights monthly to senior leadership.
- Assisted in training beauty consultants and managed weekly schedules using Excel.
- Regularly conducted market analysis to identify trends and monitor competitor activity to support data-driven decision-making.
- Coordinate with suppliers to ensure smooth supply chain operations, fostering long-term partnerships and timely product deliveries

IT Intern

Ministry of Finance, Beirut, Lebanon

Jun 2025 – Jul 2025

- Gained foundational knowledge of networking, including how devices communicate within local and non-local networks.
- Learned the basic setup and structure of network infrastructure and its role in organizational connectivity.
- Developed awareness of cybersecurity principles, including the importance of data protection and secure access.

Publications & Projects

Confidential Academic Paper on Strategic Management (Under Review) Jan 2025 - Mar 2025

- Co-authored with Dr. Jad Jaber, Advisor to the Ministry of Finance.

Gala Lab Experience Database Management System

Sep 2024 - Dec 2024

Data and Information Management

- Managed the migration of the company's system from file-based storage to an SQL database.
- Answer major business questions through SQL queries.

Workshops & Certifications

- Smart Shield Workshop: Protecting Information in the Digital Age
- Data Science & AI Day, IEEE Women in Engineering, Beirut, Lebanon

Oct 2023

Feb 2022

Core Skills

Technical: Advanced Microsoft Excel, Proficient in SQL, Basic knowledge of Python, HTML, and CSS, Familiar with SAP S/4HANA.

Languages: English (Fluent), Arabic (Native), French (Advanced), and Spanish (Beginner).