

# Nour Assaf

Beirut, Lebanon

+961 81 826 847

[nouralzahraa.assaf@gmail.com](mailto:nouralzahraa.assaf@gmail.com)

## EXPERIENCE

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**01/2024 – Present**      **International Islamic Trade Finance Corporation ITFC - Banking**      *KSA*

### *Project Coordinator & Applications Support – Digital Operations*

- Project Manager for multiple systems/applications in collaboration with external vendors.
- PMO Lead for internal division activities:
  - Oversaw all ongoing projects across the department.
  - Contributed to the development of dashboards for project documentation and reporting.
  - Participated in the planning and coordination of upcoming pipeline projects.
- Conducted regular 1:1 session with team members to ensure alignment, task follow-ups, and performance tracking. Provided daily application support for all ITFC staff, ensuring smooth operation of business-critical tools.
- Monitored and managed the Service Desk ticketing system, diagnosing and resolving technical issues promptly.

**10/2020 – 2024**      **PwC Middle East – Consulting**      *Beirut, Lebanon*

### *Senior Consultant – Enterprise Digital Transformation – Project Management/PMO*

- Project Manager for Middle East Clients across a variety of sectors, IT Specialty in HR SAP Success Factors
- Running all Project Management activities End to End.
- PMO Lead and Junior Project Manager for Middle East clients, across a variety of Technological Scopes related to IT with a specialty in SAP SuccessFactors & SAP S4/HANA Solution.
- Support for the HR Department; Internal PMO Operations (Overview on all running IT HR Projects, Revenue & Budget Planning, Financing & Invoices, following & supporting all Project Managers, Handling PMO Trackers for different subjects, Assisting 65+ Resource within the HR team on different areas as a PMO Lead)

**01/2020 – 10/2020**      **TYCONZ – SAP Gold Partner Consulting**      *Beirut, Lebanon*

### *HR SuccessFactors Consultant*

- Participated in several IT Transformation Projects as HR SuccessFactors Payroll Consultant, in different areas in the MENA Region
- Implemented full life cycle for SAP SuccessFactors projects as a Payroll Consultant for different companies in different sectors.

## CERTIFICATES & TRAININGS

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### **Training: YPP Program – SAP Young Professional Program - Consultant Trainee**

- SAP Trainings on: HR SuccessFactors (Employee Central & Employee Central Payroll)
- SAP Trainings on: Project Management (SAP Activate Methodology)

**Certificates:**

- SAP Certified Application Associate - SAP Activate Methodology
- SAP Certified Application Associate - SAP SuccessFactors Employee Central
- SAP Certified Application Associate - SAP Employee Central Payroll
- SAP Certified Application Associate - SAP Enable Now

**Training:**

- PMP - Project Management Professional
- PRINCE 2 Foundation & Practitioner
- PBA - Professional in Business Analysis
- Practical Project Management
- Risk Management Professional
- Clickup
- Power BI
- Excel Foundations

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**EDUCATION****09/2016 – 06/2019****Lebanese American University – (LAU)***Beirut, Lebanon*

Bachelor's in Business Administration with Emphasis in Information and Technology Management, with Honors.

Placed on the Dean's Honors list for six semesters.

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**SKILLS**

**Functional Experience:** Project Management, Project Management Officer, Enterprise Digital Transformation, Organization Design, HR SuccessFactors, HR Analysis, Financial & Budget Control, Strong Background in IT System Analysis & Design, Change Management, Data Analysis & Data Cleansing.

- Enhanced the reporting structure, tasks alignments, proper planning for the division with 1-1 monitoring for the tasks and project updates with the team.
- Participated in onboarding process for new employees. (Contracting process, onboarding sessions).
- Participated in several IT & HR Technical and Commercial proposals for Clients in the Middle East Region.
- Participated in several Data Collection & Data Cleansing tasks.
- Participated in Several activities and tasks related to the IT Transformation across the Region.
- Full Understanding and Hands-On Experience of IT Projects for all Project Phases; End-to-End full Lifecycle Implementation: as a Project Manager and as a Functional Consultant.
- Participated in several Financial Activities and Budget Control.
- Presenter as Women in Technology for Enterprise Digital Transformation Unit at PwC.
- PwC Brand Ambassador on Social Media Platforms.
- Built a PMO KIT to be used by the Project Managers in terms of documentation and procedures as a reference of all project management templates needed.

**Computer Skills:** Proficient with MS Word, Excel, PowerPoint, beginner Power BI

**Languages:** Fluent in English and Arabic, with basic knowledge in French

**Soft Skills:** Complex Analytical Thinking, Attention to Detail, Leadership, Communication and Collaboration, Time Management, Adaptability, and Challenge Driven