

Nicole Attieh

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Beirut, Lebanon

RELEVANT WORK EXPERIENCE

8/20204 – Present

Operations and Finance Assistant, *Cityscape Development, Beirut*

- Collaborate with the Financial Manager to prepare VAT reports, reconcile transactions, and ensure accuracy in Statements of Account.
- Lead procurement processes by reviewing POs, negotiating supplier terms, and overseeing delivery confirmations.
- Reconcile supplier invoices and manage payment allocations, maintaining financial clarity across multiple projects.
- Track petty cash usage, input large payments separately, and compile monthly expenditure reports for internal audit.
- Compile bi-monthly labor payroll data, input daily work hours, and categorize expenses by trade group.
- Input BOQ data per project, per floor, and by subgroup, ensuring accurate inventory cost tracking.
- Draft Arabic legal contracts and handle CNSS documentation in coordination with external counsel.
- Coordinate executive meetings, maintain project-based filing systems, and respond to client inquiries across platforms.

02/2024

Research Associate, *World Economic Forum, Beirut*

- Represented Lebanon as part of the national team at the WEF; contributed research on SME development for global forums.
- Conducted comparative analysis and authored insights aligned with sustainable and economic development agendas.

05/2023 – 07/2023

Junior Marketing Intern, *Fernand Hosri Holding, Beirut*

- Proposed and built the company's first insurance marketing campaign, including social media strategy and custom website.
- Developed a 6-month content calendar and launched a fresh content series for the firm's creative division.

EDUCATION

09/2021 – 07/2024

Bachelor of Science in Economics (B.Sc.), *Saint Joseph University of Beirut*

- Recipient of the *Magis* scholarship.
- Excelled in major courses like Econometrics, Corporate Finance, Accounting, Statistics.
- Participant, Blominvest Financial Markets Competition

09/2010 – 06/2021

French Baccalaureate, *SSCC Kfarhebab*

- Graduated with distinctions.

EXTRACURRICULAR

04/2023

Model Youth Parliament, *Beirut*

- Co-authored economic policies in response to Lebanon's crisis; collaborated across simulated political factions.

10/2021 – 08/2022

Member of the Faculty's Student Council, *Saint Joseph University of Beirut*

- Led 5+ on-campus initiatives, representing student interests and driving community engagement.

SKILLS

Languages: Native in French, English and Arabic, limited working proficiency in Spanish.

Computer: Microsoft Office (PowerPoint, Excel, Word), Mac OS, Python.

Professional: Financial reporting, procurement systems, legal coordination, invoice reconciliation, labor & payroll processing