

# Nour Fahham

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## Personal Statement

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Motivated business student with a passion for leveraging technology to solve business problems. Seeking to apply my skills in data management and communication to a dynamic business environment.

## Degree

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2022/10 – 2025/07 beirut, lebanon	<b>Bachelor of science in business- management information system MIS</b> <i>lebanese international university</i>
2022	<b>lebanese baccalaureate , Sociology and Economics (SE)</b> <i>lebanese international school</i>

## Professional Experience

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2025/08 – Present	<b>STP Trainee – Department Rotation</b> <i>AFH Bank (arab finance house)</i> <ul style="list-style-type: none"><li>• Rotated through <b>EBS, CRO, Operations, Treasury, Risk, and Procurement</b> departments, gaining cross-functional banking experience.</li><li>• Supported <b>payment processing and treasury operations</b>, including single and batch transactions, public salary transfers, and SWIFT payments.</li><li>• Assisted the <b>CRO team</b> with client servicing, documentation, and operational support.</li><li>• Worked on <b>Risk department tasks</b>, including CDR management, clearance processes, and implementation of <b>BDL Circulars 158 and 166</b>.</li><li>• Trained in <b>EBS department operations</b>, learning daily system management and process optimization.</li><li>• Currently <b>handling full Procurement responsibilities</b>, including supplier management, expense tracking, and procurement documentation.</li></ul>
2022/08 – 2025/07	<b>Private teacher</b> <ul style="list-style-type: none"><li>• Tutored over 5 students between grades 2 and 7 with a 95% improvement rate in test scores.</li><li>• Managed diverse schedule.</li><li>• communicated with parents.</li></ul>
2023/07 – 2023/09	<b>Secretary for Dr hassan al khatib</b> <ul style="list-style-type: none"><li>• Coordinated over 50 appointments weekly for Dr. Hassan Al Khatib, ensuring optimal time management and patient satisfaction.</li></ul>
2022/07 – 2022/11	<b>Kids Playground   Promoter</b> <i>pickartsworld</i> Supervised kids doing diy activities
2019/06 – 2019/08	<b>Al Iman School   summer camp teacher</b> <ul style="list-style-type: none"><li>• Developed a creative arts program that increased student engagement by 20%.</li><li>• Helped kids learn new skills and express their creativity during art class.</li></ul>

## Extra Curricular Activities

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- 2021                      **Delegate in LAU Model Arab league**  
*public speaking, researches*  
Represented a member state in a simulated Arab League summit, engaging in diplomatic negotiations, policy writing, and public speaking while collaborating with peers to address regional issues.
- 2022                      **Graduation Speaker**  
Selected to deliver the commencement speech at graduation, representing the student body and showcasing public speaking and leadership abilities.

## Skills

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### Technical skills

MySQL, Python, Microsoft Word, Excel, PowerPoint,

### Soft skills

Leadership, Communication, Time Management

## Languages

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### arabic

native language

### english

fluent