

Nour Nabulsy

Administrative Officer / HR Coordinator / Accountant and Payroll Officer

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Professional Summary

Experienced Administrative and HR professional with over 3 years of experience in educational institutions. Proven track record in managing payroll, coordinating HR operations, and handling administrative tasks efficiently. Strong organizational, financial, and communication skills with a keen eye for detail and process improvement.

Core Competencies

- Payroll Management
- Office Administration
- HR Coordination
- Employee Records & Documentation
- Staff Recruitment & Onboarding
- School Fees & Payments Collection
- Administrative Support
- Communication & Coordination
- Policy Implementation
- Confidential Data Handling

Professional Experience

HR Coordinator & Payroll Officer

Sagesse -St.Elie- Clemenceau – Beirut, Lebanon

August 2023 – Present

- Managed payroll for all teachers and staff, ensuring accurate and timely salary disbursement.
- Coordinated recruitment, onboarding, and orientation for new hires.
- Maintained up-to-date employee records, contracts, and attendance logs.
- Processed leave requests, tracked absences, and maintained HR compliance.
- Assisted in performance evaluation processes and staff development tracking.
- Supported the finance department with monthly payroll reports and benefits calculations.

Administrative Officer

Sagesse -St.Elie- Clemenceau – Beirut, Lebanon

July 2022 – July 2023

- Oversaw all administrative operations of the school, ensuring smooth daily workflows.
- Maintained school documentation, correspondence, and filing systems.
- Handled communications with staff, parents, and external partners.
- Prepared reports and documents for management and audits.
- Assisted in scheduling meetings and maintaining records of school board decisions.

Education

Business Management

Lebanese International University, Beirut, Lebanon
2022

Technical Skills

- Microsoft Office Suite (Excel, Word)
- Google Workspace (Docs, Sheets, Drive)
- Filing & Records Management
- MEHE

Languages

- Arabic – Native
- English – Fluent
- French – Fluent