

Nour El Kouch

Personal Summary

Detail Oriented, Customer and Team support, Diversified skills include client and supplier relations, administrative support and coordinating. Excellent phone and Digital Communication skills, Strong Organizational skills and ability to manage multiple assignments. A “Can Do” attitude and able to work independently as well as a team player.

Objective

Seeking a position that can fit with my Business and Digital Economy education and my skills.

Civil Status

Place of Birth: Beirut , Lebanon

Date of Birth: May 19th, 1993

Nationality: Lebanese

Marital Status: Single

Education

2015-2017 Modern University for Business and Science in Collaboration with University of Picardie Jules Verne (France) Campus Spears, Lebanon

MBA

Masters degree with emphasis of **Organizational Management** and **Digital Economy** (Management des Organisations de la Net Économie)

2013-2015 Modern University for Business and Science, Campus Hamra
BA with Honors

- Bachelor of Arts in Business Administration with emphasis of **Management**

2010-2011

Bacc II

- Lebanese Baccalaureate in **Economic and Sociology**

**Work
Experience**April 2017 to present **Mona Cool SARL** Downtown, Lebanon**Executive Assistant**

Providing information management support
Preparing reports and statistical reports, scheduling , contributes to team effort by accomplishing related results as needed
Working and coordinating with Accounting Department, Purchasing Department and Customer Service Department
Day to Day business operations and long term business development planning

2015-2017 **Aldo International Group** Verdun, Lebanon**Sales Assistant**

Greeting customers, involved in stock control and management.
Being responsible for processing cash and card payments.
Stocking shelves with merchandise.
Reporting discrepancies and problems to the supervisor.
Giving advice and guidance on product selection to customers.
Balancing cash registers with receipts.
Dealing with customer refunds.
Responsible dealing with customer complaints.

Languages

Arabic, English, French

**Computer
Knowledge**

Microsoft Office (Word, Excel, Power Point), Dolphin Software and SoftTime Software.

Some Knowledge of using social media tools such as Facebook, Twitter and LinkedIn

Certification

Employee of the year certificate according to Sales Record , Customer Support and Store Responsibility

References

Will be made available upon request.