

Nour Muttran

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About Me I'm a very motivated person, I love what I do which makes me a very quick learner and helps me excel, I consider myself to be a good team leader, I abide by my company's policies and rules, I'm usually very punctual, and one of my best features is that I always have very creative solutions for all the tasks requested of me & work under pressure.

In addition, I am a digital influencer & blogger/Instagrammer, I have collaborated with many local and international companies.

Experience:

Regional Social Media executive at OMD UAE (since February 2017 till present)

□ Duties and responsibilities: Responsible of Azadea F&A SM platforms:

- Community management
- Content creation and recommendation
- Weekly & monthly calendars.
- Monthly & seasonal reports.
- Listening & flash reports.
- Content strategies & new content optimizations.

- Online activations & competitions.
- Client servicing.

Social media Specialist

Yellow Pages Lebanon (one year)

<https://www.facebook.com/yellowpageslebanon/>

□ Duties and responsibilities:

- Responsible for creating **website** content, design, and data entry on So-local templates (for website).
- Handel all social media platforms
- Prepare and supervise the weekly and monthly calendar.
- Prepare weekly and monthly reports.
- Coordinate all Events related to the company and cover all updates on social media.
- Run competitions and giveaways through social media platforms.
- Content creations and posting.
- Advertisements and boosting.
- Prepare ads budget.
- Set a strategy plan for the page.
- Responsible for customer support

(Freelance)

Pages I am managing now:

My personal Blog: Momwithastyle

[https://momwithastyle.wordpress.com/.](https://momwithastyle.wordpress.com/)

Instagram : @momwithastyle

Facbook : mom with a style

Twitter: @momwithastyle

L'organique Family Wellness and Care

@Insta and Facebook: @ Lorganiquelb

<https://www.facebook.com/lorganiquelb/>

Previous Pages that I managed:

-Noiva's Brides Boutique

Link: <https://www.facebook.com/noivaslb/?fref=ts>

-San Stephano Resort- Batroun, since 2014.

Link: <https://www.facebook.com/sanstephano?ref=hl>

- Formula Rent a car

Link: <https://www.facebook.com/formularentacar?ref=hl>

-Kitmo Bardawil showroom.

Link: <https://www.facebook.com/kitmobardawil?ref=hl>

-Arthur Murray Dance Academy

Link: <https://www.facebook.com/ArthurMurrayBeirutLebanon>

Had Social media training at Mike Sport.

Kidzmondo Company

25 March 2013 -Till Feb -2016.

Airport Coordinator

Duties and Responsibilities:

- Responsible for both P.O.S, and C.S.R operations.
- Leading a team of 15 employees.
- Complete the weekly, daily schedule, L.O.A and monthly payroll for the Educators.
- Evaluating the employees. □ Customer service Orientation □ Solving Problems.
- Enforce the company's word of conduct and S.O.P.
- Training and assisting the employees.
- Sending emails and daily reports to the managers and the HR.
- Responsible of the stationary requisitions.
- Following up with both of the maintenance and safe & Healthy Department when needed.

- Opening and closing the P.O.S accounts for all the employees.
- Maintaining direct relationship with both Airport manager and MD.

Education **Majoring Business & marketing Management at Arab open university**
English literature at the Lebanese university (2008_2009)

Tools & training:

- Sysomos
- YouTube content creation certified
- Hootsuite
- Social Baker
- Pulsar

Skills

- Excellent interpersonal & communication skills.
- Analytic & problem-solving skills.
- Strong Management & Leadership skills and effective team player.
- Willingness to take on added responsibility, and to work under pressure.
- Decision making skills with high level of accuracy.
- Top performing, Customer Service-focused sales professional.
- Computer & Internet (Microsoft Office: Word, Excel, Power Point, and outlook).
- Well organized, hardworking, willing and eager to learn new things..
- **Natural leadership abilities, very good teamwork and communication skills.**

Tools:

- Facebook business manager, Twitter and Instagram analytics.
- Hootsuit, Social bakers, & Sysomos.
- **Highlights**
- Had full training about customers' service at both of M.E.A
- Had full internship about sales and Marketing at Arabia insurance Company.
- Youtube content creation certificate (YouTube academy)