



NOUR HADDAD

Profile

My name is Nour Ghassan Haddad, born on 07th of July, 2001 which makes 24 years old, and my nationality is Lebanese.

Graduated from Near East University, North Cyprus. I've started working at a very young age, which built me to be more independent and interested in learning and discover more, I do have the ability to establish and maintain excellent communication and relationships with clients, colleagues and group work. Great time management skills, hardworking, keeping a positive atmosphere.

Employment History

Social Media & Marketing, ABEHCO (July 2025 – Present)

- Managed all social media accounts
- Created and scheduled engaging content
- Responded to messages, comments and customer inquiries
- Assisted in planning and executing monthly content
- Monitored and handled more the one account

Receptionist, Evermore Clinic (Feb 2025 - Apr 2025)

- Handled phone calls, WhatsApp messages, & online inquires.
- Maintained & updated patient records with accuracy & confidentiality
- Processed payments & issued invoices/ receipts
- Coordinated with the doctor and clinical staff to ensure smooth workflow
- Handled client concerns and directed them to the appropriate staff when needed

Junior Administration, Garanti Bank (Jan 2023- Dec2025)

- Supported daily administration operations in a fast- paced banking environment.
- Managed customer's files and maintained accurate records and document
- Assisted with scheduling meeting and preparing internal reports
- Organized and filed financial documents in line with bank procedure
- Helped prepare letters, emails
- Maintained confidentiality of customers and bank information

Real Estate Agent (Dec 2022 – Dec 2023)

- Built and maintained relationships with buyers, sellers, landlord, and investors.
- Negotiated purchase agreements and lease contracts to secure favorable terms for clients
- Prepared and reviewed contracts, offers and transaction documents
- Maintained up- to date knowledge of market trends, property values and legal regulation
- Resolved client concerns quickly to support smooth transaction

Details

+965 67670737

nhaddad800@gmail.com

Skills

Ability to Work Under Pressure

Ability to Work in a Team

Ability to Multi Task

Customer Service

Well-being and Personal Care

Communication Skills

Hard Work and Dedication

Languages

English

Arabic

Additional Information

Valid driving license

Employment History

Accountant, Royal Chart (Feb 2022 - Aug 2022)

- Generated weekly, monthly, and annual financial reports for management
- Handled accounts payable and accounts receivable, resulting in improved cash flow and reduced overdue payments
- Maintained an organized filing system for financial documents
- Researched and resolved customer inquiries, improving customer service and satisfaction

Hostess, Misk (Aug 2021 - Feb 2022)

- Greeted customers in a friendly and professional manner
- Handled customer complaints calmly and professionally, resolving customer issues in a timely manner
- Answered phones, took reservations, and answered customer inquiries in a friendly and professional manner

Receptionist, Roum & Rizk, (July2020-Aug 2020)

- Organized and maintained an efficient filing system, resulting in improved document retrieval time
- Ordered office supplies, managing and replenishing stock levels
- Monitored office supplies and placed orders to ensure adequate stock
- Processed incoming and outgoing mail, tracking shipments and deliveries

Make-up artist, Production and Advertising, Kuwait City (2017-2019)

- Built a loyal client base by providing excellent customer service
- Developed innovative makeup looks that match the customer's style and personality
- Provided makeup services for bridal parties and other special occasions
- Developed makeup looks for fashion shows, photo shoots, and special events

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Education

Bachelor Degree, Near East University, North Cyprus

SEPTEMBER 2022 — JANUARY 2025

Graduated in Business Administration.