

Noor Nasser

Management Information System

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- 0501355586
- Nationality: Palestinian
- Birth date: April 1999
- Iqama: Transferable

OBJECTIVE

Detail-oriented office administration specialist with marine insurance experience, known for exceptional organizational skills and process improvement projects that increase operational efficiency. Proactive and accountable, facilitating smooth collaboration in a dynamic work environment.

WORK EXPERIENCE

Employed as a supervisor for **Special needs department** **Assisting An Accountant** **Administrative Specialist**, Saudi Formica Sheets Company

2024 still

Jan – Jun 2023

2020 – 2022

Conference, The Grove Hotel with ASU.BH
VOLUNTEER

2017

EDUCATION

Bachelor of Management Information System, ASU.BH
3.5 / 4.0 GPA
American Language Center, LBN

2017 – 2021

2017

SKILLS

- Data Entry & Database Administration
- Communication & Collaboration
- Task prioritization & Time management
- Problem solving
- Multitasking
- Adaptability & Flexibility
- Attention to Detail

REFERENCES

- Available upon request

LANGUAGES

- Fluent In Arabic
- Bilingual Proficiency in English