

Noura Ben Saad

Nigerian | Female | 24

Target MSc: Management

PROFESSIONAL EXPERIENCE

Administrative Officer - NGO (Mar 2021 - Aug 2023)

Managed project documentation, progress reports, and donor communication

Coordinated multiple small-scale projects and ensured timely completion of deliverables

Developed and maintained filing systems for efficient access to information

Assisted management in operational planning and budget tracking

Office Assistant (2018 - 2019)

Handled administrative tasks including filing, correspondence, and scheduling

Supported project teams with documentation and internal communication

Maintained office inventory and procurement records

EDUCATION

BTS Gestion, Centre de Formation Privé, 2019 - 2021

Specialized in business administration, organizational management, and office processes

Completed coursework in project coordination, reporting, and administrative systems

SKILLS

Administration, project coordination, Excel, reporting

LANGUAGES

Arabic (native), French (good), English (basic)

PERSONAL INTERESTS

Social projects, organizational development, volunteer work