

# Noura Ben Saad

Nigerian | Female | 24

*Target MSc: Management*

## PROFESSIONAL EXPERIENCE

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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

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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

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Administration, project coordination, Excel, reporting

## LANGUAGES

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

## PERSONAL INTERESTS

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Social projects, organizational development, volunteer work