



NISRINE ALKASSASS

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PROFESSIONAL SUMMARY

9 years of experience in assistant administration with a proven track record of providing efficient support to executives and teams. Skilled in managing calendars, coordinating meetings, and handling correspondence with precision and discretion. Proficient in office software and adept at maintaining organized filing systems. Strong communicator with a keen eye for detail and a dedication to facilitating smooth operations in fast-paced environments

SKILLS

- Fluent in Arabic ,English and French
- Office Software Proficiency
- Calendar Management
- Communication
- Organization and Time Management
- Problem-Solving
- Attention to Details
- Multitasking

EXPERIENCE

September 2019 - June 2023
 Senior Sales Representative
 El Hage – Watches and Accessories | Remotely, Lebanon & Saudi Arabia

January 2016 - June 2019
 Co-Founder and Teacher
 Inspire Learning Center | Lebanon

September 2014 - June 2015
 Math Teacher
 New World International School | Saudi Arabia

January 2010 - March 2014
 Accountant & Assistant Manager
 LASCARENCO for domestic housekeeping services | Lebanon

EDUCATION

July 2013
 Master's Degree - Finance and Financial institutions
 Lebanese University - Faculty of Economics and Business Administration, Lebanon

July 2011
 Bachelor Degree - Business Administration of Finance and Financial institutions
 Lebanese University - Faculty of Economics and Business Administration, Lebanon