

NOUR FAYOUMI

Address: 1508 Raleigh Dr. Carrollton, TX 75007 Email: nour.f.1987@hotmail.com Mobile #: 925-818-9711

SKILLS:

Team leadership	Time management	Attention to details	Multitasking skills
Fluent in Arabic language	Analytical skills	Microsoft Office Specialist	V-Look Up & Pivot Tables

Experience with (Concur, CRM, SAP, ECC, Team Connect, Oracle, Power BI, OnBase for billing, Salesforce, Database & Gmail, Champ cargo system, Webex, Skype, Teams)

EXPERIENCE:

2022 – Present Fluor Corporation Irving, TX
Senior Executive Assistant - supporting Chief Risk Officer, SVP (Employment Law) & Senior Counsels

- Manage my team's Calendar including scheduling and reshuffling appointments and meetings.
- Prepare meeting materials, including agendas, presentations and reports.
- Coordinate meeting logistics, such as room setup, catering, audio-visual equipment and visitor events.
- Arrange domestic and international travel itineraries including flights, accommodations, transportations, visas, and other logistical arrangements.
- Prepare accurate & timely expense reports for approval and ensure required receipts are included.
- Reconcile expense reports against credit card statements and promptly investigate & correct errors.
- Handle very sensitive, confidential and proprietary matters on a routine basis with discretion.
- Assist with new hire onboarding and completing the New Employee Set Up Form such as granting system access, order business cards, Corporate Credit Card, Cellular Services, etc.
- Provide training to Executive Assistants (new hires) in the legal department.
- Manage the agreed upon billing rates for law firms and prepare engagement letters for outside counsels.
- Create matters on Team Connect accurately and upload case documents within required timelines, including pleadings, case budgets, etc.
- Manage and process external counsel invoices in Team Connect, verify Timekeepers rates & back up documentation.
- Assist with the company's e-billing processes for the law firms and coordinate with billing to ensure new timekeepers are authorized in Collaborati.
- Timely collect accurate settlement and defense cost data and update the settlements spreadsheet.
- Work with designated attorney(s) on quarterly metrics reports to ensure accuracy of data.
- Enter accurate timesheets by corresponding deadlines and timely release timesheets.
- Manage FDEE litigation consulting agreements, maintain a tracking log of the agreements, follow up with responsible attorneys regarding upcoming expirations needing renewal or separation, and produce reporting as needed.
- Manage and update the EA Desk Manual & training materials.
- Prepare and maintain files and various legal databases.
- Order office supplies and stationary.

2019 – 2022 Ecolab Inc. San Ramon, CA
Executive Administrative Assistant - supporting Senior Corporate Managers, Sales & District Managers

- Assist Sales, Districts Managers and Corporate Managers by preparing correspondences, pulling sales reports from Power BI and creating pivot tables.
- Provide support with both domestic and international travel booking, calendar and email management, and coordination of multi-time zone conference calls and WebEx meetings.
- Assist corporate account associates with research into customer issues (e.g., invoice discrepancies, work order analysis, reporting) and follow up on customer questions including product, credit, pricing, and distribution and service concerns.
- Process legal contracts via Adobe Sign by obtaining and reviewing financial data, ensuring details match contract, and requesting signatures.
- Submit vendor invoices for payment to Accounts Payable, code invoices and approve them on OnBase.
- Manage and resolve customer credit issues and submit credit requests to our credit team.
- Pull invoices, statements & credit memo copies for the customers.
- Maintain and compile daily and monthly sales calendars, rosters, account pricing, and submit expenses reports on monthly basis.
- Process and schedule new opening orders, mass product orders, recurring monthly/annual billings for digital products.
- Pull Various reports from SAP/ ECC for displaying sales orders, get tracking and shipping info, display price records, billing documents, customer Hierarchy and bill to / payer details.
- Maintain key relationships with customers and internal departments to build knowledge and understanding of customer needs and expectations.
- Coordinate and follow-up on pre idle / idle machines for field sales and service associates and help in recovering our assets.
- Order supplies, safety equipment, business cards, shoes vouchers etc. for the field.
- Provide back-up support to other members of the administrative team in the local office.

2018 – 2019 Maternity break (high risk pregnancy).

2017 – 2018 Elite Educational Institute San Ramon, CA
Office Manager (Supervising 5 – 10 administrative office staff)

- Manage the Director's calendar and the teachers' calendar including scheduling and reshuffling appointments and meetings for the director and private tutoring sessions for teachers.
- Provide administrative support to the director & teaching staff and support front desk operations.
- Hire, train and supervise administrative office staff (front desk staff) including onboarding new staff.
- Direct students to their tutor / classrooms and grade their SAT / ACT tests and provide results.
- Answer inquiries through email, telephone and resolve issues to ensure client's satisfaction.
- Process students registrations, enrollments and payments.
- Oversee inventory and office supply purchases.
- Monitor time-sheets for Front Desk staff and teachers & coordinate with finance for their payrolls.
- Coordinate with the accounting to process all accounts payable (bills & refunds) and receivable (tuition & fees).

2014 – 2016
Office Mnager

Etihad Airways

San Francisco, CA

- Manage outlook calendars & emails correspondences.
- Create & track purchase orders (PO's) for all vendors.
- Coordinate team meetings & prepare meeting minutes.
- Coordinate logistics for the meetings & catering needs.
- Process incoming/outgoing mails & shipment packages.
- Assist Senior Management and executive staff with their travel/hotel arrangements.
- Assist with onboarding of new employees and their set up.
- Consolidate and coordinate the weekly sales reports.
- Coordinate invoice processing with Finance (AR / AP).
- Maintain and file all reports & contracts.
- Prepare annual audits & ensure full compliance.
- Manage & track station budget costs.
- Control the office's petty cash.
- Prepare expenses reports on monthly basis.
- Oversee inventory and office supply purchases.

2008 – 2013 Office Manager / Executive Assistant at Levenat Transport Logistics & Sky Aviation Services in Syria.

EDUCATION:

2004 – 2008 Damascus University Damascus, Syria
Bachelor Degree in English Literature

2024 HRCI Online
Human Resource Associate Professional Certificate (aPHR)