



NOUR SABIH

Office Manager

CONTACT:

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Doha, Qatar

With over eight years of experience, I am a highly organized and adaptable administrative professional with a proven record of supporting financial services operations, IT departments, and C-level executives. I have extensive experience in executive support, client onboarding, office management, and KYC compliance across diverse industries, including insurance, investment, and large-scale public events. I am skilled in preparing reports and presentations, coordinating cross-functional communication, and streamlining internal processes to improve efficiency. Known for my discretion, attention to detail, and ability to perform under pressure, I bring a proactive, solutions-oriented approach supported by strong digital and CRM capabilities.

Education:

Bachelor's Degree in Electronics
& Telecommunication
Engineering

University of Latakia | Syria

Certifications:

- Certified in Cybersecurity (CC) – ISC² (Feb 2025)
- CCNA – Cisco Certified Network Associate (2012)
- Goethe German Language Certificate – B1 Level

Languages:

- Arabic
- English
- German

2025-
current

Private Office of Sheikh Faisal Al Thani | Qatar Office Administration -

- Prepared invoices and managed billing for palace projects.
- Issued official correspondence in Arabic and English.
- Coordinated with engineers to track project progress.
- Managed maintenance requests, quotations, comparison sheets, and purchase orders for palaces and majlis.
- Handled executive correspondence, scheduling, and meetings.
- Coordinated procurement and operational requests for projects in Al Shahaniya.
- Managed the Sheikh's Ooredoo account and vehicle insurance matters.

Technical Skills

- Microsoft Office Suite (Powerful Word, PowerPoint, and Excel)
- Client databases and CRM tools
- Google Collaboration & Workspace Tools
- Platforms for KYC documentation
- Tools for Social Media Management (Basic)
- Basic Fleet/Staff Management Systems
- Tools for Reporting and Presentation).

2023

Al Rayan Investment | Qatar Office Assistant – Client Onboarding & KYC

- Managed full-cycle onboarding of investment and insurance clients, ensuring alignment with Qatar Central Bank and regulatory compliance standards. Collaborated with compliance and operations
- departments to expedite KYC documentation and minimize onboarding delays.
- Prepared client reports, sales presentations, and internal memos supporting cross-functional coordination.

2022
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2023

Mowasalat | Qatar Office Assistant – IT Department (FIFA World Cup Project)

- Coordinated fleet support operations for over 3,000 buses and 10,000 staff during FIFA World Cup, serving over 7.5 million passengers.
- Organized and led briefing sessions and conducted training for depot officers across six strategic locations.
- Logged technical issues, tracked system bugs, and liaised with IT for resolution, ensuring uninterrupted operations.

Core Competencies:

- Executive Support & Office Administration
- Regulatory Compliance and KYC
- Coordination of Services and Client Onboarding
- Management of Calendars and Meetings
- Control of Documentation and Data Entry
- Database and CRM Management
- Staff Coordination & Event Planning
- Interaction with Clients and Stakeholders
- Preparing Reports and Presentation
- Working as a Team and Managing Confidentiality

2019
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2021

Aamal Q.P.S.C. | Qatar Executive Secretary to CFO

- Prepared board presentations and confidential financial reports.
- Handled scheduling and communication with auditors and stakeholders.
- Supported internal coordination for financial planning.

2017
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2018

Al Siddiqi Holding | Qatar Marketing Coordinator

- Led digital campaigns and social media for key brands like Al Motahajiba.
- Executed marketing activations, exhibitions, and fashion shows to boost brand performance.
- Coordinated with retail teams to align promotions and enhance customer engagement.

2015
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2016

Rassen Insurance Brokerage | Qatar Marketing Executive – Insurance Business Development

- Prospected and secured individual and SME clients, contributing to consistent portfolio growth.
- Managed a structured client database to support follow-ups, cross-selling, and long-term retention.

Hobbies & Interests

- Enthusiastic about swimming, working out, and learning about nutrition science in order to maintain a balanced lifestyle.
- Enjoy reading fiction for inspiration and scientific literature to maintain my intellectual curiosity.
- Passionate about continuous learning and staying updated with the latest advancements in technology.

2010
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2012

Central Bank of Syria | Syria IT Network Engineer

- Liaised with underwriters and partners to resolve claims and inquiries promptly, enhancing client satisfaction.
 - Partnered with operations to streamline proposals and onboarding workflows, cutting turnaround time by 20%
- Facilitated the setup and upkeep of network equipment, including switches and routers.
 - Helped troubleshoot LAN/WAN connectivity issues.
 - Tracked network performance and reported significant issues.
 - Offered branches and internal users technical support.
 - Network configurations and regular maintenance activities were documented.