

# NOURA AL MURSI

Istanbul, Turkey  
Cell (90) 535 014 94 92  
noura.almursi@gmail.com

## SUMMARY

As a current doctoral student in Business Administration (Management and Strategy) and with over two decades of expertise in quality, management, operations, and leadership, I possess a strong aptitude for organizational development and support. My extensive experience includes end-to-end management of various departments at the executive level in SMEs, from planning to control. Proficient in coaching, mentoring, and leading individuals and teams to efficiently achieve targets at both individual and organizational levels. I am known for my unwavering enthusiasm and relentless self-motivation in the business world both practically and academically.

## EXPERIENCE

- Oct. 2023 – Current      EU COST Action CA22120 LeverAge      Turkey  
**Position:** Grant Holder Manager  
**Duties:**
- Oversees administrative management of the COST Action.
  - Collects minutes from the Action Chair, for Action MC and Core Group meetings, and uploads them on e-COST.
  - Verifies funds availability and issues grant letter.
  - Follows the product development status until delivery.
  - Supports the Local Event Organizer on budget and organization.
  - Processes travel reimbursement requests.
- Aug. 2008 – Jun. 2023      Private Quality & Business Consultant      Lebanon  
**Position:** Private project-based paid consultant  
**Duties:**
- Guided SMEs in growth development projects within various sectors.
  - Handled all management systems.
  - Applied most types of standards as needed.
  - Trained employees within groups or one-on-one basis.
- Aug. 1999 – May. 2021      MDM PLASTICS      Lebanon  
**Position:** General Manager Assistant & HR/Quality Manager  
**Duties:**
- Worked with CE Mark accreditation for Medical Devices.
  - Designed and implemented ISO 9001:2015 and ISO 13485:2016.
  - Handled internal operations and supply chain activities.
  - Created business processes and developed a change responsive cycle.
  - Was responsible for Payroll and Compensation Packages.
  - Trained all administrative employees and supervised training and development programs and personnel files internally and externally.

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## EDUCATION

|                |   |         |
|----------------|---|---------|
| 2023 - Current | Koç University – Graduate Business School (Sariyer)<br><b>PhD in Management and Strategy</b><br><b>(“Grant Holder Manager” for EU COST Action CA22120 LeverAge)</b> | Turkey  |
| 2022 - 2023    | Okan University – Business School (Tuzla)<br><b>PhD in Business Administration (GPA 3.94/4.00)</b>  | Turkey  |
| Aug. 2022      | GMAT International Exam Certificate<br><b>(Score 640/800)</b>   | Online  |
| Feb. 2022      | TOEFL International English Language Exam Certificate<br><b>(Score 101/120)</b>   | Online  |
| 2017 - 2020    | Lebanese University – Business School<br><b>Research Master in Business Management &amp; Marketing</b>  | Lebanon |
| Dec. 2015      | FRÉA FORMATION - France<br><b>Awareness Transition to ISO 9001:2015</b>   | Lebanon |
| Jan. 2009      | CSP ME - France for Consulting & Training<br><b>IRCA Lead Auditor 9001</b>  | Lebanon |
| 2001 - 2005    | Rafik Hariri University (RHU)<br><b>BA in Business Major Management, Minor Computing</b>  | Lebanon |
| Sept. 2002     | CSP ME - France for Consulting & Training<br><b>ISO 9001:2000 Internal Quality Audit</b>  | Lebanon |

## ACHIEVEMENTS

- Won a Grant through Koç University filling the position of “Grant Holder Manager” for EU COST Action CA22120 LeverAge (a research project concerned with Work, Aging, and Diversity), a pan-European and global network of scientists and practitioners focused on WOP/HRM.
- Played a leading role in launching and organizing the Business Community at Okan University.
- Achieved first rank and honor list in my class in all Lebanese University branches in Research Master, especially the Management field.
- Volunteered in several Lebanese Non-Governmental Organizations concerning environmental and social care activities, for example, the “Orphan Welfare Society” in Saida.
- Created management and administrative processes’ foundation for a private middle school.

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- Designed and conducted several workshops around quality, management, and career development for multi-sized groups of college students and professionals.
- Mentored and coached several individuals in both career and life aspects.
- Single-handedly implemented ISO 9001 since 2001 and ISO 13485:2013.
- Supervised senior projects for business undergrad students at RHU (around 45 students) in Management, Marketing, Computing, and Accounting fields.
- Planned several recreational events at RHU.

## **SKILLS**

- Fluent in Arabic and English languages.
- Basic with French, German, and Turkish languages.
- Skillful with computer software such as SPSS and Microsoft Office.
- Proficient in mentoring individuals and leading teams, efficiently and effectively, to achieve set targets.
- Distinct research, analytic, and management skills.

## **ACTIVITIES**

- Designed and conducted several workshops around quality, management and career development for multi-sized groups of college students and professionals.
- Volunteered in several NGO's in Saida and Beirut concerning environmental and social care activities. A good example would be the marketing plan for the physiotherapy department in "Orphan Welfare Society" in Saida to accept outside clients to generate better profits for the orphanage. Also, planning the management and administrative processes' foundation for a middle school.
- Trained others on how to be a volunteer and volunteered in various activities such as fundraising for the children's cancer center and many others since 2005.

## **INTERESTS**

- Reading and Research
- Cooking and Gardening
- Hiking in Nature and Fine Arts

## **REFERENCES**

Available upon request.