



# *Noura. H. Daoud*

## *Operations and Project Management*

### COVER LETTER

Dear Sir/Madam,


My name is Noura H. Daoud, and I am writing to express my interest in joining your company. After reviewing your website, I understand that you are seeking an enthusiastic and confident professional who can adapt quickly, think creatively, and provide meaningful impact through effective problem-solving. I believe I am a strong fit for this role and ambitiously excited about the opportunity to contribute.

I am a responsible and hardworking university student with a **GPA of 3.75 out of 4**, currently majoring in **Operations and Project Management** at **Alfaisal University**. Throughout my academic and professional career, I have consistently been praised as a high-performing and goal-oriented individual by peers, managers, and faculty. My experiences working on diverse projects have helped me develop strong analytical skills, which I am eager to leverage in your organization.

I am especially motivated to continue learning and contributing to a dynamic and forward-thinking team. I would welcome the opportunity to further discuss how my background and aspirations align with your organization's needs. Please feel free to contact me at **0544417357** or via email **WNH\_daoud@outlook.com** to schedule a convenient meeting time.

Thank you for considering my application. I look forward to the possibility of working with your team.

Sincerely,  
Noura. H. Daoud





# Noura

# Daoud

## OPERATIONS & PROJECT MANAGEMENT

OBJECTIVE

"Aiming to secure a challenging position within a reputable organization, where I can effectively apply and enhance my skills, while contributing to the company's growth and success."



(+966) 544417357



[WNH\\_daoud@outlook.com](mailto:WNH_daoud@outlook.com)

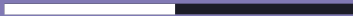


Al Yasmin, P.O. Box 13322, Riyadh, Saudi Arabia



## SKILLS

Team Player



Autonomy



Problem Solving Skills



Business Communication



Encouraging People



Creative Thinking Skills



Effective Listening Skills



Being Thorough



Determination Leadership



## Education

2014 - 2018

### ALFAISAL UNIVERSITY

Bachelor of Operations & Project Management.  
GPA of **3.75/4**. "First Honor."

2007 - 2014

### Future Windows International School

High School Diploma GPA of **4/4**.

## EDUCATIONAL EXPERIENCE

2025

Project Management Institute

PMP Exam-In Progress.

2024

Harvard Business School

Certificate of Specialization in Leadership and Management.

2024

International Management Consultancy (IMC)

Certified Lean Six Sigma green belt (License Number: C-2024-57490.)

Certified Lean Six Sigma black belt (License Number: C-2024-56423.)

Lean Six Sigma master black belt - In progress.

2022

Alfaisal University

Project Management Professional (PMP) Exam Preparation Course.

2022

Athelete365 by International Olympic Committee

Sport Event Management Course-Athelete365, International Olympic Committee.

2016

Research Volunteer/Alfaisal University

Research Assistant volunteer under Dr. Nacati Aydin and Dr. Ricardo Santa.

2016

Arab Excellence Program

Selected member in the Arab Excellence Program- designed to empower young leaders.

## SOFTWARE SKILLS

SPSS



Microsoft Project



Bloomberg Microsoft



Microsoft Excel



Microsoft Word



Microsoft PowerPoint/Prezi



Microsoft Power BI

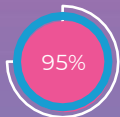


## LANGUAGES



Arabic

Native or bilingual proficiency.



English

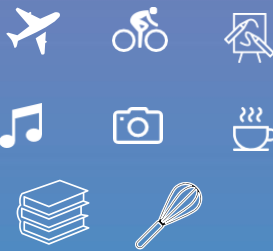
Full professional proficiency.



French

Elementary proficiency.

## HOBBIES



0544417357



WNH\_daoud@outlook.com



Al Yasmin, P.O. Box 13322 Riyadh,  
Saudi Arabia



linkedin.com/in/noura-daoud-  
aa6122137

## WORK EXPERIENCE

2018-2021

Senior Administrator

The Saudi Investment Bank - Transformation Dep.

- Experienced Senior Administrator with dexterity in managing office operations, optimizing workflows, and leading teams. Proven ability to streamline processes, enhance efficiency, and support senior management through effective use of technology, communication, and strategic planning.

2017-2018

Internship

Alistithmar Capital - Asset Management Department.

- Gained practical experience in business operations, including project management, strategic planning, and financial analysis. Contributed to process improvements, assisted in decision-making, and enhanced organizational efficiency.

2017-2018

Summer Intern

Alistithmar Capital - Product Development Real Estate Department.

- Assisted with market research, data analysis, product development, and project management from start to launch.

2012-2013

Substitute Teacher

Future Windows International School.

- Fulfilled substitute teaching responsibilities for grades seven to nine across various subjects in primary school.

2012-2013

Member in the Assurance Committee

Future Windows International School.

- Responsible for ensuring the quality and standards of academic programs, student learning experience, and overall school operations

2010 -2013

Active Volunteer

Palestine Red Crescent Society

- Delivered humanitarian aid and promoting social development, particularly with the Palestinian and Syrian children.

## HONORS AND CERTIFICATES

2015-2018

Alfaisal University

Dean's List, Awarded Annually (2015-2018).

2018

Saudi Meeting Industrial Convention

Nominated by Alfaisal University to represent at the Future Leaders' Day.

## REFERENCES

Dr. Joel M. Evans  
Associate Professor and Founding Faculty  
College of Business, MBSC

E. [jevans@alfaisal.edu](mailto:jevans@alfaisal.edu)  
A. King Abdullah Economic City 23965, KSA.

Dr. Mohammed Ali Khafaji  
Assistant Professor, Department of Operations and  
Project Management, College of Business,  
Alfaisal University

E. [mkafaji@alfaisal.edu](mailto:mkafaji@alfaisal.edu)  
A. Al Maather, Riyadh 11533, Kingdom of Saudi Arabia

Dr. Mario Ferrer  
Chair of Operations and Project Management  
College of Business, Alfaisal University  
E. [mferrer@alfaisal.edu](mailto:mferrer@alfaisal.edu)  
A. Al Maather, Riyadh 11533, Kingdom of Saudi Arabia

Dr. Ahmad Alanazi  
Assistant Professor, Department of Finance,  
College of Business, Alfaisal University.  
E. [ahalanazi@alfaisal.edu](mailto:ahalanazi@alfaisal.edu)  
A. Al Maather, Riyadh 11533, Kingdom of Saudi Arabia.

Dr. Rahma Lahyani  
Assistant Professor, Department of Operations and  
Project Management, College of Business,  
Alfaisal University  
E. [rlahyani@alfaisal.edu](mailto:rlahyani@alfaisal.edu)  
A. Al Maather, Riyadh 11533, Kingdom of Saudi Arabia.

# RECOMMENDATION LETTER

Quality Group  
Head of Operational Excellence  
The Saudi Investment Bank  
Al Maather Road, P.O. Box 3533,  
Riyadh 11481, Saudi Arabia

11/8/2025

To Whom It May Concern,

I am writing to wholeheartedly recommend Noura Hammoudeh Daoud for any future opportunities. I had the pleasure of working with Noura during her tenure at Saudi Investment Bank, where she worked under my supervision from Sep 2018 to Oct 2021.

Noura played a key role in supporting and executing projects that were vital to the bank's digital and organizational transformation. They exhibited strong analytical and problem-solving abilities, quickly adapting to new challenges and ensuring that deliverables were met with accuracy and efficiency. Their contributions significantly improved process effectiveness and supported the department's mission to align with the bank's long-term strategic vision.

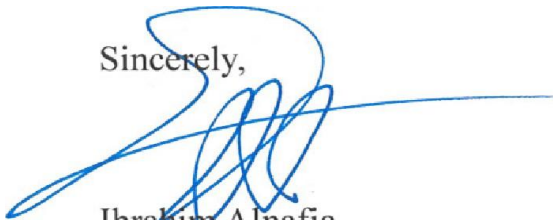
Beyond technical expertise, Noura brings a positive attitude, a proactive mindset, and a strong work ethic to every task. Her ability to manage multiple priorities while maintaining a high standard of work made her a reliable and valued member of the team.

I have no doubt that Noura will continue to excel in any role she pursues. She possesses the skills, knowledge, and professional attitude required to succeed in dynamic and challenging environments.

I wholeheartedly recommend Noura for any future opportunities and would be pleased to provide further details if needed.

Please feel free to contact me at [Ibrahim.alnafia@gmail.com](mailto:Ibrahim.alnafia@gmail.com) if you would like further details about Noura's performance and character.

Sincerely,



Ibrahim Alnafia  
Head of Operational Excellence  
The Saudi Investment Bank  
Nov 2013 - Oct 2023

# RECOMMENDATION LETTER

College of Business  
Alfaisal University  
Al Zahrawi Street, Al Maather  
Riyadh 11533  
Kingdom of Saudi Arabia

April 19, 2016

Dear Sir or Madam:

I am writing to recommend Noura Daoud, and to comment on her strong ability and performance. I'm an Assistant Professor of Management at Alfaisal University's College of Business, and Noura has taken my course on business statistics. Compared to my experiences working with other students here at Alfaisal, she has been a great student, and I believe she will be a strong contributor after graduation.

Noura's most outstanding characteristics are her conscientiousness and her diligence outside the classroom. Regarding the former, she plans well and always produces quality work on time. I know that conscientiousness is a trait that should be a "given" among college students, but Noura notably outshines most of our other students in this regard, producing consistent attendance and preparation for every class. While taking my course, she was always among the best prepared for each and every class, and always received good grades. In addition, there are few students who are as diligent in seeking help outside the classroom. It's a joy as an educator to have students who will stop by my office to ask questions and who sincerely want to learn. Noura is one of those students.

I have no doubts that Noura will be a strong contributor after graduation, and I recommend her without reservation.

If I can be of any further assistance, please feel free to contact me ([jevans@alfaisal.edu](mailto:jevans@alfaisal.edu)). Thank you.

Best Regards,

Joel M. Evans  
Assistant Professor of OB, HR, and Strategy  
College of Business  
Alfaisal University



College of Business

Sep 19th, 2025

**Recommendation Letter for Ms. Noura H. Daoud**

To Whom it may concern

I am delighted to write this letter of recommendation for Ms. Noura H. Daoud. As a professor in the College of Business at Alfaisal University, I have had the privilege of observing Noura's academic and professional development over the past several years. She is an exceptionally talented student of Operations and Project Management, and I am confident she will excel in any program or professional endeavor she pursues.

Noura has consistently distinguished herself through her academic excellence. Graduating with a **GPA of 3.75/4 and First Honors**, she has demonstrated outstanding mastery of core business and project management concepts. In my classes, she not only grasped complex theories quickly but also applied them with precision to real-world scenarios, reflecting her strong analytical skills and critical thinking ability.

What truly sets Noura apart is the combination of **intellectual ability, leadership, and professional drive**. She is certified in Lean Six Sigma (Green and Black Belt) and is preparing for her PMP certification, reflecting her dedication to advancing her technical expertise. Her ability to synthesize data, streamline processes, and lead cross-functional initiatives was evident during her roles as a **Senior Administrator at the Saudi Investment Bank** and through her internships at **Alistithmar Capital**, where she contributed to process improvements, financial analysis, and product development. These experiences highlight her professional maturity and readiness to take on challenging responsibilities.

Beyond academics and work experience, Noura has consistently shown herself to be a **leader and community contributor**. She has been recognized as a member of the **Arab Excellence Program**, which empowers young leaders, and has volunteered extensively with organizations such as the **Palestine Red Crescent Society**, where she dedicated herself to humanitarian initiatives for Palestinian and Syrian children. Her ability to balance rigorous academic demands, professional commitments, and social responsibility speaks to her strong work ethic and exceptional time management skills.

Noura is also a natural communicator. Fluent in Arabic and English, with proficiency in French, she is adept at bridging cultural and professional contexts. Her presentations and written reports are always clear, persuasive, and professional, qualities that will enable her to contribute meaningfully to diverse teams and projects.

In conclusion, I wholeheartedly recommend Ms. Noura H. Daoud. Her **academic excellence, professional accomplishments, leadership qualities, and strong character** make her an outstanding candidate for any opportunity. I am confident that she will exceed expectations and become a valued contributor to your institution or organization.

Please do not hesitate to contact me if you require further information about Noura's achievements and qualifications.

Sincerely,

*Mario A. Ferrer V.*

Mario Ferrer, Ph D.

Chair of Operations and Project Management Department  
Alfaisal University  
P.O. Box 50927  
Riyadh 11533  
Kingdom of Saudi Arabia mferrer@alfaisal.edu  
Tel: +966 1 215 7723



## RECOMMENDATION LETTER

College of Business  
Alfaisal University  
Al Zahrawi Street, Al Maather  
Riyadh 11533  
Kingdom of Saudi Arabia

September 17, 2025

Dear Sir or Madam:

I am writing with great enthusiasm to recommend Noura Hammoudeh Daoud for a professional position in your organization. I had the privilege of teaching Noura the Principles of Finance course during the Spring of year 2015/2016 semester at Alfaisal University, where she distinguished herself as one of the top students in my class.

From the very beginning, Noura demonstrated a strong grasp of complex financial concepts, analytical rigor, and the ability to apply theoretical knowledge to real-world scenarios. She consistently contributed thoughtful insights in class discussions and showed remarkable problem-solving skills in assignments and exams. It was evident that Noura approached finance not merely as an academic subject, but as a discipline to be mastered and applied with precision and creativity.

Academically, Noura graduated with distinction, earning a GPA of 3.75 out of 4.0 and achieving First-Honor Graduate status from 2014 till 2018. This achievement reflects not only her intellectual capabilities but also shows dedication, discipline, and perseverance. Few students I have taught over the years have shown such consistent excellence and maturity in their academic pursuits.

Beyond academics, Noura brings qualities that make her an asset in any professional environment: integrity, leadership, and a collaborative spirit. She possesses the ability to work effectively both independently and as part of a team, always demonstrating professionalism and respect for others.

I am confident that Noura will bring the same level of commitment, intelligence, and enthusiasm to her professional career as she did during her academic journey. I strongly recommend Noura without reservation for any position she pursues, and I believe she will be an invaluable contributor to your organization. All other professors and instructors at Alfaisal share the same opinion with myself about Noura.

Please do not hesitate to contact me for any further clarifications.

Regards,

Dr. Ahmed Al-Anizi

Vice-dean of Community Engagement and Outreach department

Telephone: +966-11-2157712

Email: [ahalanazi@alfaisal.edu](mailto:ahalanazi@alfaisal.edu)



College of Business  
Alfaisal University  
Al Zahrawi Street, Al Maather  
Riyadh 11533  
Kingdom of Saudi Arabia

September 26, 2025

Dear Sir or Madam:

It is my pleasure to write this letter of recommendation for Noura Daoud, whom I taught in the course Quantitative Methods for Business during the Spring 2015—2016 semester at Al-Faisal University. Noura excelled in this class, earning a grade of A, and clearly demonstrated both intellectual ability and a deep commitment to learning.

Throughout the semester, Noura impressed me with her strong analytical skills, precision in problem-solving, and ability to apply quantitative techniques to business-related challenges. The course required mastery of statistical methods, mathematical modeling, and decision-making tools, all which Noura approached with enthusiasm and competence. In fact, she often went beyond the requirements of assignments, showing curiosity and initiative to explore real-world applications of the concepts we studied.

What set Noura apart was not only academic excellence but also her collaborative spirit. In group exercises and class projects, she demonstrated leadership, effective communication, and the ability to work well with peers, always contributing meaningfully to collective success. These qualities, combined with her strong work ethic, made her one of the top students in my class.

Since graduating from Al-Faisal University with a GPA of 3.75/4.0 and achieving First-Honor Graduate status, Noura has continued to embody the qualities of a high-achieving student: discipline, intellectual curiosity, and integrity. I am confident that these strengths will translate seamlessly into her professional career.

I wholeheartedly recommend Noura Daoud for any professional opportunity she may pursue. She possesses not only the technical skills required for success in today's data-driven business world but also the interpersonal and ethical qualities that make her an invaluable team member.

Please feel free to contact me at [rlahyani@alfaisal.edu](mailto:rlahyani@alfaisal.edu) or 0551321628 if you would like further details about Noura's performance and character.

Sincerely,  
Dr. Rahma Lahyani  
Professor of Quantitative Methods  
Al-Faisal University  
College of Business  
Alfaisal University