

NORA MOALLA

Address: Medina – Jeddah – Riyadh, Saudi Arabia

Phone: +966 509002078

Email: nona.1300@hotmail.com

Objective

Experienced and dynamic fitness club professional with a background in language and translation, seeking a Club Manager role where I can leverage my leadership, strategic planning, and client engagement skills to elevate operations, drive member satisfaction, and contribute to business growth.

Education

Bachelor's Degree in Language and Translation

- Taibah University – Medina, Saudi Arabia
- May 2010 – May 2016

Professional Experience

Club Manager | 60 Minutes Gym – Medina, Saudi Arabia | (May 2024 – May 2025)

- Managed daily operations across all club functions including member services, facility management, and staff coordination.
- Led a team of 15 staff members, including coaches and receptionists, ensuring service quality and performance KPIs were met.
- Developed and executed strategic marketing plans, increasing membership by 20% within one year.

Fitness Supervisor | Gold's Gym – Medina, Saudi Arabia | (Dec 2021 – Sep 2022)

- Supervised daily activities of 10+ fitness trainers and ensured adherence to gym policies.
- Coordinated schedules, tracked attendance, and acted as liaison between staff and management.
- Designed and implemented personalized training programs aligned with client goals, Monitored training outcomes and adjusted programs based on progress and feedback.

Fitness Coach (Personal Trainer & Zumba Instructor) | Star Care – Medina, Saudi Arabia (Jul 2019 – Dec 2019)

- Delivered one-on-one and group fitness sessions, including Zumba and strength training, Customized workout plans combining cardio, resistance training, and nutrition advice.
- Encouraged clients to exceed personal fitness milestones through consistent support, Monitored progress and made real-time adjustments to training regimens.
- Promoted holistic wellness and built strong trainer-client relationships, Maintained accurate client records and progress tracking reports.

Executive Secretary | Taiba Charitable – Medina, Saudi Arabia | (Feb 2017 – Mar 2019)

- Managed scheduling and daily calendar for senior executives, Prepared confidential reports, letters, and presentations in a professional format.
- Coordinated internal and external meetings with stakeholders, Maintained organized filing systems and documentation.
- Facilitated efficient communication between departments, Assisted in drafting proposals and official correspondences.

Certifications

PMP – Professional Project Management – PMI

- SN-55659-002-31474 | Nov 2024

Fitness Facility Management – Aspire Fitness Pro

- 3.4 CEC | Dec 2023

Fitness Assistant Course – Swedish Academy of Sport Training

- Oct 2018

IT Skills Foundation – Cambridge International Examinations

- Jan 2017

Public Administration & Communication – Scientific Endowment, King Abdulaziz University

- May 2025

Modern Leadership Skills – Scientific Endowment, King Abdulaziz University

- 2024

Public Administration & Communication – Scientific Endowment, King Abdulaziz University

- (Repeated for emphasis or new version – May 2025)

Human Resources Strategies (In Progress) – Scientific Endowment, King Abdulaziz University

- Expected 2025

Personal Attributes

- Problem Solving & Decision Making
- Continuous Learning & Development
- Fast Learner & Self-Motivated
- High Adaptability
- Professional Communication
- Goal-Oriented Attitude

Professional Skills

- Leadership & Team Management
- Strategic Planning & Execution
- Client Relations & Retention
- Budgeting & Cost Optimization
- Event & Facility Management
- Time Management & Multi-tasking

Languages

- Arabic – Native
- English – Professional Working Proficiency