

Aya El Khatib

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OBJECTIVE

My aspiration is to obtain a full time position in a business that offers a competitive professional working environment enabling me to extend my knowledge earned from my business courses and exploit my skills to the maximum efficiency and effectiveness.

EDUCATION

Lebanese American University (LAU) Sep. 2015 – May. 2018
Bachelors of Science in Business Emphasis Information Technology Management

Lycée Franco-Libanais Verdun Sep. 2000 – Jun. 2015
French Baccalaureate: Official in 2015

WORK EXPERIENCE

FP Networth (Junior Consultant – Client Relations) Jul. 2019 – Mar. 2020
Specializes in providing Information Technology with a business-oriented spirit and approach

- Briefing the software engineers on the project
- Making sure that the products being offered can be tailored to meet the customers' requirements
- Drafting proposals and project analysis
- Gathering preliminary requirements from the prospect
- Managing some marketing campaigns
- Preparing presentations

PROJECTS ACCOMPLISHED

Accounting Management System May. 2017 – Jul. 2017

- Control finances and all other sub-systems related based on the Accounting Management System.
- Enhance the speed of the overall business process of the company.
- Eliminate the complexity of manual work.

Database Management Project Sep. 2017 – Dec. 2017

- Facilitate the process of reservation of airline tickets for the customer and administrators.
- Stored the processed data.
- Used SQL Language.

Capsim Simulation Jan. 2018 – May. 2018

- Manage our own company by analysing the industry, the markets and the competition by reading reports.
- Use the information gathered to formulate a business strategy through the simulations' lifetime.
- Implement decisions across the four major functions: R&D, Marketing, Production, Finance in 8 rounds.

SKILLS

Computer Skills

- Microsoft office: Word, Excel, PowerPoint, Outlook, Access

Languages

- Fluent in Arabic, English and French

INTERESTS AND HOBBIES

- Traveling, Yoga