

Rayya Saab

Contact:

Number: +961-78837737 **Date of birth:** 10-7-2000

Email: Rayyaks35@gmail.com

Education and Qualifications:

American University of Beirut, (AUB) expected graduation year: 2021

Business Administration; Business Information and Decision Systems

(BIDS). **Amjad High School**, 2018 Graduate

High School Diploma.

Career History:

Job:

Employee at the **American University of Beirut Medical Center (AUBMC)**
(December 2020- Currently)

- Working with systems such as WorkForce
- Monitoring employee attendance and schedules

Internship:

Interned at the **Food & Drug Corporation (FDC)** (July 2020-September 2020):

- Conducted different kinds of Research.
- Developed an Excel Payroll for FDC employees.
- Gave presentations on training the trainer, leading your employees, as well as working during a pandemic.

Certificates:

- **Microsoft Certified:** Data analyst associate
- **International Business Management Institute (Berlin-Germany):** Strategy and Operations course completion certificate.
- **Lebanese Red Cross:** First-aid, first responder, and emergency medical technician certificates.

Professional memberships/ Volunteer work:

- **Lebanese Red Cross** (December 2018- Currently): Volunteer Emergency Medical Technician. Completed the first aid, first responder, and emergency medical technician courses.
Transporting and first responding people to hospitals during any type of emergencies.
- **Dafa Organization** (December 2018- Currently):
Volunteer Distributing food, clothes, and basic human needs to people in need.
Finding homes for the homeless.
- **Women in Data Science** (March 2019): AUB Volunteer
Participated in the organization of the annual Women in Data Science seminar at AUB.
Bringing women who are currently working in international companies such as Google and Netflix closer to current AUB students.
- **Children Cancer Center** (October 2018- January 2019): Volunteer
Helping take care of cancer patients at the Children Cancer Center of Lebanon
- **Private Tutoring** (September 2016- January 2019): Teaching
Privately tutored Grade 6 to Grade 9 students after school, concentrating on their mathematical, scientific, and language skills.

Skills:

- Microsoft skills (Excel, PowerPoint, outlook, etc....)
- Microsoft power BI
- Tableau software
- Azure machine learning
- SAP software
- SAP Lumira
- Budgeting skills
- Problem solving skills
- Collaborating and communicating
- Working in a team

- Advanced Arabic/ English language skills

Interests:

- Guitar playing
- Music
- Hiking
- Biking
- Reading
- Event planning.