

Rayan Raydan

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OBJECTIVE

Seeking a role that offers structured and inspiring career path. Eager to apply acquired skills and grow professionally within a dynamic organization.

Experience

University of JAEN SPAIN

Erasmus administrative intern | February 2023- June 2023

- Worked closely with various university departments to facilitate a seamless exchange process, ensuring a positive experience for both incoming and outgoing students
- Prepared detailed reports and analysis on program participation and outcomes, contributing to the strategic planning and continuous improvement of the Erasmus+ Programme.
- Maintained meticulous records of Erasmus participants, ensuring all documentation, such as learning agreements and transcripts, were accurately processed and in compliance with Erasmus+ guidelines.
- Organized and executed various events, including orientation sessions, cultural activities, and information workshops, which improved international students' integration and overall experience.
- Work closely with team in all team meetings, track schedules and deadlines, and follow up on important tasks.

Clap Beirut – Waiter

- Working as a waiter honed my communication skills, enabling me to effectively engage with customers and ensure their satisfaction through attentive service and swift resolution of any issues.

Private Tutor – 2018 to 2021

Freelancer, Lebanon

Education

Bachelor's degree in business administration - Modern university for business and Science MUBS, Beirut in collaboration with University of Jaen, Spain

Certifications

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- **Certificate of Completion:** Senior Accountant Course at 4 Finance Training Center, powered by UNICEF and implemented by Anera – 2024
 - **Certificate of Completion:** Office Management Course at 4 Finance Training Center, powered by UNICEF and implemented by Anera - 2024

Skills & Expertise

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| <ul style="list-style-type: none">• Communication & Negotiations• Adaptability• Customer Service• Planning & Organization | <ul style="list-style-type: none">• Time Management• Microsoft Office• Market Research• Presentation Skills |
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Languages

Arabic: Native | **English:** Fluent | **Spanish:** Beginner