

Maya Al Ayoubi

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Summary

Third-year Banking and Finance student at Beirut Arab University with a strong interest in financial services. Completed a 3-month internship at Nini Hospital, assisting with accounting and administrative tasks. Quick learner, detail-oriented, and eager to grow in the finance industry.

Skills

Analytical Thinking: Interpret data and make sound decisions.

Problem-Solving: Identify issues and develop effective solutions.

Time Management: Prioritize tasks and meet deadlines.

Teamwork: Collaborate efficiently to achieve goals.

Experience

Accountant - Nini Hospital

02/2025 - 05/2025

- Recorded daily financial transactions and maintained accurate digital and physical financial records using hospital accounting systems.
- Assisted in preparing and organizing invoices, receipts, payment vouchers, and supported monthly expense tracking and financial reporting.
- Gained hands-on experience with hospital billing systems and insurance claim processing, enhancing understanding of healthcare finance operations.

Finance – Summer Camp

06/2024 - 07/2024

- Prepared and analyzed financial reports
- Ensured accurate tracking of expenses and revenues while maintaining detailed documentation for budgeting and financial planning
- Attended numerous seminars and lectures at the Beirut Arab University on management and other topics

Organizer – Beirut Arab University

04/2024 - 05/2024

- Organized and coordinated an immigration empowerment seminar, managing invitations and event logistics.
- Engaged directly with business professionals and participants, building communication and networking skills.
- Contributed to volunteer initiatives and supported various projects led by TMGC and other individual collaborators.

Education

Bachelor of Business in Banking & Finance - Beirut Arab University

08/2023 - Present

- Gained solid theoretical and practical knowledge in banking operations, monetary policy, and financial markets.
- Developed analytical skills through case studies in financial planning and portfolio management.
- Conducted research on interest rate dynamics, credit risk, and economic forecasting.

Languages

English
Arabic
French