

Sobhi Khatib

Integrated Business Pro

Jiyeh – Lebanon

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Motivated, focused, and determined Business Management graduate with good communication skills. Acquired expertise in various projects. Have proven excellent coordination skills when offering active support to colleagues and coordinating work with internal and external parties.

Work Experience

January 2025 – Present

Accountant/ GF Spot

Saida -Lebanon

Role Assigned:

- Managing daily financial transactions, including sales and refunds, with accuracy.
- Utilizing POS systems for both front office tasks (customer transactions, payment handling) and back-office tasks inventory tracking, financial reporting).
- Preparing detailed financial reports to support management decisions.
- Monitoring expenses, budgets, and supplier payments.
- Resolving discrepancies in accounts and maintaining compliance with financial regulations and store policies.

April 2021 – February 2023

Research Analyst/ Fintech Galaxy

Dubai -UAE

Innovation Team

Role Assigned:

- Analyzed market data to identify trends and provide actionable insights to support business decisions.
- Created easy-to-understand reports and charts to communicate findings with management and other teams.
- Studied competitors and tracked industry trends to spot new opportunities or potential risks.
- Worked closely with marketing, product, and other teams to share research findings and improve strategies.
- Made recommendations based on research to enhance customer satisfaction and business performance.
- Monitored key business metrics (KPIs) to track progress and suggest improvements.

Internship Experience

January 2021 – April 2021

Market Research Intern / Fintech Galaxy

Dubai -UAE

- Conducted market research to understand customer preferences and emerging industry trends.
- Assisted in collecting data through surveys, focus groups, and online research tools.
- Summarized research findings to support marketing and sales strategy development.
- Created reports and presentations to share initial research insights with the team.

Education

2023

Digital Marketing Diploma/ Succeed and Achieve Learning Center, Lebanon

2016 - 2021

Bachelor Degree in Business Administration (Management)/ Beirut Arab University, Lebanon

2015

International Baccalaureate/ Edugates International School, Jeddah-Saudi Arabia

Languages

- English (Fluent)
- Arabic (Native Tongue)
- French (Working Knowledge)

Skills and Training

- Microsoft Office (Excel, Word Etc...)
- Creative Thinking
- Productivity
- Planning
- Decision Making
- Teamwork
- Goal Setting
- Group Leadership