

# **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 | Problem-Solving | Time Management | Teamwork**

## **Experience**

### **Private teacher**

12/2025 - Present

- Delivered personalized lessons in school subjects tailored to individual student needs, improving understanding and academic performance.
- Developed lesson plans, educational materials, and assessments to track progress and address learning gaps.

### **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.
- Organized an immigration seminar, managing logistics and engaging with business professionals and participants to build networking and communication skills.

## **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.

## **Languages**

English | Arabic | French

## **Certifications**

Ic3 – Digital Literacy