

Fatima Ayoub

Beirut, Lebanon

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Objective

Detail-oriented Management Information Systems graduate with practical experience in feasibility studies, market research, and accounting support. Proficient in data analysis, report writing, and process evaluation. Seeking a challenging role to apply analytical and business skills to drive informed decision-making and support organizational success.

Experience

- Karim & Co.** 1/2/2024 - 30/7/2024
Accounting Internship
 - Accurately performed data entry and maintained financial records.
 - Managed payroll processing, including calculation of salaries, wages, and social security contributions.
 - Prepared professional presentations and reports for management using Microsoft PowerPoint.
 - Assisted managers with various administrative and operational tasks.
- The Lebanese Company for Studies and Planning** 19/8/2024 -
Business Analyst
 - Conducted comprehensive market research and economic analysis to assess project viability.
 - Prepared detailed feasibility reports outlining findings, recommendations, and risk assessments.
 - Communicated with suppliers to negotiate competitive quotations and ensure cost-effectiveness.
 - Analyzed operational processes, including the functions and efficiency of machinery and equipment.
 - Evaluated all costs and revenues to provide accurate financial projections
 - Worked extensively with Microsoft Excel for data analysis, modeling, and reporting.
 - Utilized Microsoft Word to prepare professional reports and documentation.

Education

- Lebanese University** 2020-2023
Bachelor's degree in Management Information Systems

Skills

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Report Writing & Documentation
- Data Entry & Financial Record Keeping
- Economic Analysis & Financial Projection
- Programming Languages: Java, C, C++, JavaScript
- Web Development: HTML, CSS