

## Ayman Sadek

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### EDUCATION

#### American University of Beirut | *Beirut, Lebanon*

Sep 2019 - May 2024

- Bachelors in Business Administration
- Concentration in Finance

### WORK EXPERIENCE

#### Hippo Visor | Revenue Operations Analyst | *Beirut, Lebanon*

Dec 2024 - Present

- Improved accuracy of \$40K+ daily insurance transactions by redesigning billing validation process, cutting posting errors and enhancing reliability of financial reporting
- Recovered underpaid revenues by analyzing anomalies in billing data and leading targeted client follow-ups, strengthening overall cash flow
- Collaborated with cross-functional billing and support teams to resolve missing information and appeals, streamlining invoice accuracy and reducing cycle time
- Produced daily financial reports across multiple offices, enabling leadership to monitor \$100K+ in production and collections with timely insights

#### Wisewell | Business Operations Analyst | *Dubai, United Arab Emirate*

Sep 2024 - Nov 2024

- Structured and managed 10+ linked master data systems (1,000+ entries), improving reporting accuracy and decision-making for internal stakeholders
- Facilitated new partnerships with B2B/B2C clients through weekly strategic reviews, optimizing collections and strengthening commercial relationships
- Configured and optimized Shopify promotions (e.g., gift-with-purchase), increasing customer engagement and e-commerce sales
- Designed cost-reduction solution for unpaid subscriptions, reducing receivables by \$30K+ and improving working capital efficiency

#### Fernand Hosri Group | Market & Data Strategy Analyst | *Beirut, Lebanon*

May 2024 - July 2024

- Collected, organized, and analyzed data on smart home automation and renewable energy, with emphasis on solar PV projects
- Delivered presentations to board members and investors through data visualizations and structured slide decks, informing expansion decisions into Saudi Arabia
- Evaluated potential solar PV projects and estimated implementation costs, ensuring alignment with financial feasibility and budget constraints

#### Quiet Clicks | Business Development Associate | *Toronto, Canada*

Feb 2023 - May 2023

- Handled presentations of web and app development services to 20+ prospective clients across targeted industries
- Conducted market research on the UAE fashion sector, identifying and pursuing qualified leads
- Developed and executed targeted sales strategies to generate leads, increase customer retention by 20%
- Negotiated terms and closed deals with a targeted 5% of clients, fostering strong relationships and contributing to sustained business growth

### EXTRACURRICULAR ACTIVITIES

#### BLOMINVEST Virtual Stock Exchange Competition | Competitor

Feb 2023 - Apr 2023

- Managed a \$1,000,000 virtual stock portfolio, achieving a strong ROI through market research, trend analysis, and data-driven trades

#### Big 4 and more Competition AUB | Team Manager

Mar 2023 - Mar 2023

- Led a team that ranked 5th among 32 participants, producing an interactive film showcasing the evolution of accounting

### SKILLS & CERTIFICATES

**Languages:** Fluent in English and Arabic

**Technical Skills:** Microsoft Suite, Eikon, Valuation, Tableau, Shopify

**Soft Skills:** Problem Solving, Analytical, Interpersonal, Financial Reporting, Negotiation, Attention to Detail, Research

**Certificates:** JP Morgan Excel Job Simulation