



# Ayat Alaqul

## Business Administration

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Business Bay, Dubai, United Arab Emirates 📍

International Business Specialist, Graduate with honor in Business Administration specialized in International business, seeking for a career in Human Resources, recruitment, finance and accounting to apply my financial and administrative management skills to the best.

## EDUCATION

### General English Language

Boston University

09/2014 - 05/2015

Boston, US

### General Studies

Massachusetts college of pharmacy and health sciences.

09/2015 - 08/2017

Boston, US

### Bachelor of business administration

Marymount University

01/2018 - 08/2020

Virginia, US

GPA 3.442 Honors : CUM LAUDE

- Specializing in International Business.

## WORK EXPERIENCE

### International Business associate

Tysons Institute

01/2020 - 07/2020

Tysons, Virginia

computer and management training

#### Achievements/Tasks

- works with business department for strategies, enter new employee's information, work with management team, prepare performance evaluation, writing report and sending mails, arrange the time and place for external and internal meetings, Assist the Advisor in the day-to-day operational work, Draft and review letters and official documents.
- project Management, PMP software Package, Data Analysis, Market analysis, business strategies.

### Accountant

Refrigeration House Company

10/2020 - Present

Khobar, Saudi Arabia

manufacturing

#### Achievements/Tasks

- Maintain employee's records. Issue employment contracts. Record and categorize expenses. Prepare contract agreements for labors. Create authorization letters for banks. Translate reports and letters. Update employee's salary and workplace health & safety information in general organization for social insurance. prepare legal requirements for government ministries. assist with payroll.

## SKILLS

project managing

Excel- Word - Explorer

multitasking

time management

marketing skills

critical thinking

develop strategic solution

verbal and written communication

team work

## AWARDS

"Honorable Mention - Finalist -Dean's Review Panel - 45 - Business Model Design Competition - (07/2020 - 07/2020)

Outstanding Leadership – The embassy of Saudi Arabia (09/2018 - 09/2018)

## LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

## INTERESTS

- volunteer work and Interacting with people of different cultures and backgrounds

volunteer experience: Professional Organizer at Royal Embassy of Saudi Arabia at Washington D.C Assistant at Arlington Food Assistance Center (AFAC)