

# Shaikha Lootah

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## WORK EXPERIENCE

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### **Financial Audit Authority Government of Dubai, Assistant Auditor** Feb 2018 – Apr 2018

- Assist in audit related tasks through meeting stakeholders and preparing a business understanding report
- Record meeting minutes, collect data, conduct fieldwork, and report results

### **American University of Sharjah, Graduate Research Assistant** Sep 2016 – Dec 2016

- Conduct and report benchmarking and competitive intelligence efforts to identify competitors, industry best practices, and suitable recommendations for a client
- Write literature review, edit and format two research papers for publication

### **Dubai Islamic Bank, Intern** Jun 2012 – Jul 2012

- Prepare and organize summer training programs in human resources department
- Assist customer services officers with new clients accounts and conduct customer satisfaction survey in retail banking

## EDUCATION

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### **Master of Business Administration (MBA)** Dec 2016

American University of Sharjah - *Cumulative GPA 3.95*

- Relevant coursework:
  - Strategic and Financial Management
  - Business Research and Consulting
  - Managerial Accounting, Statistics and Analytical Modeling

### **Bachelor of Sciences in Business Administration – Major in Finance** Aug 2013

American University of Sharjah - *Summa cum laude - Cumulative GPA 3.96*

- Relevant coursework:
  - Corporate and International Finance
  - Quantitative Business Analysis
  - Financial Statement Analysis

## SKILLS

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### **Analytical and Technical Skills**

Accounting | Process Improvement | VAT Compliance and Reporting | Benchmarking | Competitive Intelligence | Conducting Needs Assessment | Data Collection | Data Analysis | Hypothesis Testing | Report Writing | Survey Design | Excel | Word | PowerPoint

### **Languages**

Arabic – *Native* | English – *Bilingual proficiency* | German – *Elementary proficiency*