



# Ibtihal Al Ajmi

📍 Muscat, Oman

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## 📋 SUMMARY

Well-rounded and reliable person with outstanding interpersonal and communication skills, driven to succeed and advance critical goals. Hardworking, and dedicated person who follows directions and effective team player to achieve the mission and the vision of the organization and ready to take on new challenges.

## 🎓 EDUCATION

**BBA: Business Administration-Finance,**  
*University of Michigan - Dearborn*  
01/2016 - 12/2020 | Dearborn, United States of America  
**GPA: 3.04**

## 📁 WORK EXPERIENCE

12/2022 - present	<b>EY, Ernst &amp; Young, Audit Associate</b>	Muscat, Oman
	<ul style="list-style-type: none"><li>• Interact with the clients in order to collect all the necessary data/information,</li><li>• set up and maintain audit files, prepare leads, etc.</li><li>• Support the planning, execution, and delivery of assurance engagements</li></ul>	
08/2022 - 11/2022	<b>Oman Liquefied Natural Gas, Oman LNG L.L.C (Job Seekers Program-Phase 3), HR Consultant Trainee</b>	Sur/ Qalhat, Oman
	<ul style="list-style-type: none"><li>• Trainees HR Consultant</li><li>• Trainees onboarding</li><li>• Analyze Exit interviews</li><li>• Worked on the People Survey of 2022</li><li>• Working on Unique Job Descriptions JDs</li><li>• Report MYR &amp; EYR (Mid and End - year review)</li><li>• Manage MOC Reports (Management of Change)</li><li>• Founder of Creative Oman LNG (Mantel Health Program)</li></ul>	
10/2021 - 07/2022	<b>Dotnxt Sponsored by Occidental Oman, Digital Marketing Intern</b>	Muscat, Oman
	<ul style="list-style-type: none"><li>• Create a Tourism Platform for tourists by involving in a Boot Camp for 10 days at Sheraton Hotels in Muscat</li></ul>	
04/2022 - 06/2022	<b>Oman Broadband (Tamkeen Program), Business Relations Trainee</b>	Muscat, Oman
	<ul style="list-style-type: none"><li>• Create Escalation Matrix.</li><li>• Selling Services for customers such as ODF, ODT, SCT, ITHCA, Onsor, and DTM.</li><li>• Create CSR reports.</li><li>• Create SLA's agreement Guidelines</li></ul>	

## 🧠 SKILLS

• Ability to think strategically	• MS Office	• Self-drive and self-directed	• Ability to work effectively with other team member
• Attention to detail	• File/record maintenance	• Work well under time constraints with effective multi-tasking	• Leadership
• Strong analytic and organization skills	• Oral/Written communication	• Time Management	• Decision making

## ORGANIZATIONS

08/2022 - 11/2022	<b>Oman LNG Internes Society, Participant</b>	Sur/ Qalhat, Oman
12/2021 - 12/2021	<b>Outward Bound Oman Sponsored by OQ Company, The certificate has been completed in four days on the course ( Skills for life ). Participant</b>	Muscat, Oman
07/2021 - 08/2021	<b>ICD (Islamic Center of Detroit), Plans lead and implement camp programs for children. Counselor</b>	Dearborn, United States
06/2018 - 05/2019	<b>Omani Student Association at University of Michigan Dearborn, An Omani Student Association that represents the country Oman. Media</b>	Dearborn, United States

## 🔗 REFERENCES

**Muna Al Salti (Assoc. CIPD), Senior Business Support (Talent Acquisition), Oman LNG L.L.C**  
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**Dr. Mariam Iskanadarani, Professor Finance & Economics, Managing Partner, University of Michigan**  
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