

Ibtihal Al Ajmi
Dearborn, MI | (313)-858-1833 | Ibtihal.alajmi@gmail.com

Summary: Ibtihal is a 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.

Education

University of Michigan-Dearborn – Dearborn, MI 01/2017 - 12/2020

- Bachelor of Business Administration Overall GPA: 3.04

Work Experience

Financial clerk (data entry, filing, billing, and records clerk) – Southfield, MI 05/2021 – Present

Getwell Medical Transport Co & Clearpath Diagnostics

Responsibilities:

- Work with both paper documents and electronic files, and do routine tasks like data entry, organization, cross-referencing, scanning, copying, and retrieval
- Responsible for keeping track of money owed to us by customers, preparing invoices, updating records and billing
- Schedule patients for their doctor appointments
- Check patients insurances either auto or health insurance such as (BCBS, Medicaid, Medicare, Progressive, Allstate, Meemic, and Blue care)

Direct Sales/ Direct Marketing, Door to Door Salesman – Southgate, MI 02/2021 – 02/2021

High Rise Solutions (OSP)

Responsibilities:

- Convince customers to get fixed rate instead of variable rate for their gas bill.

Assistant Manager – Dearborn, MI

02/2021– 05/2021

Lefty's cheesesteak and hoagies

Responsibilities:

- Directing employees through their daily routines
- Ensuring that customers are receiving a satisfactory experience
- Responsible for daily cash counts and deposits

Internships:

Curriculum Practical Training (CPT) Internship – Dearborn, MI

Manufacturing Engineering Solutions

01/2018 - 08/ 2018

- Financial Services, Payable and receiving accounts for suppliers of MES.
- Attended intensive training course and awarded certificates of achievements in Human Resources Management.

Personal Banker – Muscat, Oman

06/2019 – 08/2019

Bank Muscat

- Customer service
- Providing periodic reports and analysis
- Referring clients to other financial experts when necessary
- Monitoring client accounts and keeping information up-to-date

Skills & Abilities:

Computer Skills:

Proficient in MS Access familiar with C++ Appointment Plus

Other Skills: Customer service, strong analytical skills and passion for figures, attention to detail and ability to think strategically, strong written and oral communication skills and ability to work effectively with other team member

Professional Development & Awards:

Successfully completed the following training courses during Curriculum Practical Training (CPT) internship at Manufacturing Engineering Solutions (MES), Dearborn, Michigan.

1. Human Resources Management, Global Training Services, Dearborn, Michigan, 2018

Professional References:

Dr. Mariam Iskanadarani

Professor Finance & Economics - University of Michigan
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Mahdi Baydoun

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Phone Number: 313-858-0033

Crystal

Assistant manager at High Rise Solutions
Phone Number: 734-652-5103