

Laila Khattab

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Summary

B.Sc. in international business management from Sadat Academy for Management Sciences. Skilled in accounting, banking, marketing, management, and programming. Will add value to your team in management, communication, technical writing, and problem-solving. Strongly committed to excellence and strong work ethics.

Education

2016 - 2020	Sadat Academy for Management Sciences B.Sc. International Business Management - 83/100 <ul style="list-style-type: none">• Insurance• Financial Management• Analysis & Evaluation• Strategic Management• Human Resource Management• Accounting• Marketing• Information Systems• International Banking• Managerial Economics
2011 - 2014	Sinbellawein Secondary School General Secondary Education Certificate - 85/100

Student Projects

2019	Technical Paper in Strategic Management - Link <ul style="list-style-type: none">• Studied failure cases of Nike and Reebok for sales in North America and Western Europe• Conducted research on the process of strategic management• Learned about globalization and e-commerce
2019	Build Your Ideas: La Casa Cafe - Link <ul style="list-style-type: none">• Applied principles of production to designing a cafe, along with its menu choices• Opted for variation policy to meet the low volume of production• Located near public services to increase revenue and maximize utilization
2018	Hofstede's Model of Cultural Dimensions - Link <ul style="list-style-type: none">• Case study for Hofstede's 6D model on a virtual business named CAPITA• Studied the model performance in three different countries: Malaysia, Sweden and U.K.• Concluded that our business, CAPITA, is better to expand in Sweden than in Malaysia

Student Activities

2018 - 2019	Resala Charity - Volunteering Member <ul style="list-style-type: none">• Volunteered and served in charity events• Helping residents of Ezbet Khair-Allah by providing weekly healthy meals• Supporting underprivileged families at Kom Ghorab by providing clothing
2017	Enactus Sadat Academy - Public Relations Officer <ul style="list-style-type: none">• Within a team, designed and built info desks for events at the university campus• Ushered and helping the audience during the events• Provided help for key speakers, if needed
2016	Aibe Sadat Academy - Public Relations Officer <ul style="list-style-type: none">• Relation management between the university administration and reception students• Helped in organizing training and outing events• Contacted speakers and collected database for them

Skills

Technical	<ul style="list-style-type: none">• Project Management• Data Analysis• Human Resource Management	<ul style="list-style-type: none">• Technical Writing• Microsoft Office (Word, PowerPoint)• Managerial Economics
Personal	<ul style="list-style-type: none">• Self-motivated• Presentation• Leadership	<ul style="list-style-type: none">• Communication• Negotiation• Self-learning
Languages	<ul style="list-style-type: none">• English: Good command• French: Elementary proficiency	<ul style="list-style-type: none">• Arabic: Native

Updated on 03 Apr 2021