

# RAGHAD AL-KHATIB

## CONTACT


+962-776930924

November 22, 1999

Tabrbour, Amman, Jordan

raghadalkhateeb09@gmail.com


## EDUCATION

**Bachelor's Degree in Accounting**

University of Jordan - Jan 2025

**Diploma in Accounting**

Al-Balqa Applied University, Jordan

- September 2021 | GPA: 84.7

## SKILLS

- Financial analysis
- Budgeting and forecasting
- Business development
- Market research
- Strategic planning
- Data analysis
- Accounting software (e.g., QuickBooks, SAP)
- Client relationship management
- Sales and business presentations
- Risk analysis and mitigation
- Project management
- Team collaboration
- Microsoft Office (Word, Excel, PowerPoint, Alpha)
- Communication (Arabic & English)

## LANGUAGE

- Arabic (Native)
- English (Very Good)

## PROFESSIONAL SUMMARY


A dedicated and results-driven Accounting graduate with a strong academic background and practical experience in business development. Proven ability to analyze financial data, support strategic business initiatives, and collaborate with diverse teams to achieve company objectives. Possessing strong organizational and problem-solving skills, I am committed to delivering high-quality results and contributing to organizational success.


## WORK EXPERIENCE

**Business Development Specialist**

**EPRO Business Development Company | Sep 2021 – Aug 2024**

- Contributed to the development and execution of business strategies that enhanced company growth.
- Conducted market research and business analysis to identify new opportunities.
- Collaborated with internal teams to optimize operations and improve efficiency.
- Assisted in the preparation of financial reports and business proposals to support decision-making.
- Actively participated in business negotiations and partnerships.

## PERSONAL ATTRIBUTES

- Detail-Oriented: Strong attention to detail, ensuring accuracy in financial reporting and business analysis.
- Proactive: Takes initiative to identify areas for improvement and contributes innovative solutions.
- Adaptable: Able to thrive in dynamic, fast-paced environments, managing multiple tasks simultaneously.
- Problem Solver: Capable of identifying challenges and implementing practical solutions to resolve them.
- Team Player: Works well with others, fostering a collaborative and supportive team environment.
- Time Management: Skilled in prioritizing tasks and meeting deadlines under pressure.

## COURSES

- ICDL Course
- Excel Course