

Aya Batal

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Professional Summary

Data Analyst with a strong background in logistics and port management, complemented by recent training in AI and Data Science from the American University of Beirut. Proficient in Python, and R. Proven ability to manage and analyze complex datasets to derive actionable insights, improve decision-making, and support business objectives. Seeking to leverage analytical skills in a data-driven role within a dynamic organization.

Technical Skills

- Data Analysis: Python, R, Excel (for data analysis)
- Machine Learning Basics: Familiar with algorithms
- Data Management: Data cleaning, wrangling, statistical analysis

Professional Experience

Executive Assistant | CMA Beirut Terminal - Port of Beirut | Nov. 2021 – Present

- Managed complex calendars for executives, coordinating 100+ meetings without conflicts.
- Analyzed and organized data for project tracking and bid management, improving data accessibility by 20%.
- Developed centralized database for bid documents, boosting bid management efficiency by 30%.
- Liaising with customs and general security ensuring compliance with regulations.
- Served as primary point of contact for both internal and external stakeholders, including vendors and shipping companies

Lab Technician Training | Bikhazi Medical Group | Oct. 2021 - Nov. 2021

- Gained foundational skills in laboratory data management and quality control processes.

Education

- AI & Data Science Graduate Professional Diploma | American University of Beirut (AUB) | Expected Dec. 2024
- B.Sc. in Medical Laboratory | American University of Science and Technology (AUST) | Graduated with Honors, Feb. 2022

Extracurricular Activities

Volunteer - Dar Al Ajaza: Organized community events enhancing quality of life for the elderly.

Volunteer - Mohammad Khalid Social Foundation: Provided tutoring, aiding children's educational growth.

Language Skills

Arabic (Native), English (Fluent), Turkish (Intermediate), French (Basic)