



Koutibah Alrifai

Details

Istanbul
Turkey
00905300837075
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Skills

Decision Making
Time Management
Ability to Multitask
Fast Learner
Microsoft Office
Ability to Work Under Pressure
Computer Skills
Ability to Work in a Team
Leadership Skills
Communication and Negotiation
Business Strategy
Business Analysis
Business Planning
Communication and Negotiation

Hobbies

Ice Skating
Horse Riding
Snowboarding

Languages

Arabic
English
Turkish

Profile

Experienced Research Development Consultant with a demonstrated history of working in the market research industry. Skilled in Business Planning, Business Strategy, Strategic Planning Sales, Quantitative Analytics Team Building, and Market Research. Strong research professional with a Doctor of Philosophy - PhD focused in Business Administration and Strategic Management, General from Yeditepe University.

Employment History

R&D consultant, Rebal Trade, Istanbul

AUGUST 2018 – AUGUST 2019

- Developing research and studies for the company.
- Selecting appropriate data and literary sources for research purposes.
- Analyzing and organizing gathered information.
- Discussing findings with other researchers and members of the organization.

Assistant specialist, CCC, Istanbul

OCTOBER 2019 – JULY 2023

- Handling office tasks of the project.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Provide training for new coming agents.

Back office manager , CCC, Istanbul

JULY 2020 – DECEMBER 2023

- Working on business solutions for customers.
- Monitoring financial refunds.

International operation and IP assistant, Baianat-IP, Istanbul

DECEMBER 2020 – JULY 2021

- Carrying out the correspondences about procedures and quotations with local and foreign Clients.
- Preparing and/or ling the applications of trademark, design and patent to file before Turkpatent office as well as the other equivalent office out of Turkey.
- Recording all data and documents at our internal software and archiving properly.
- Conducting searches on online databases related to the intellectual property rights.
- Following up matters and the deadlines, sending reminders to the related people in our team and to the clients.
- Drafting reports/creating summary tables according to the needs of the Clients and our management. Translation brief documents into Turkish/English/Arabic.
- Supporting the legal team to create the files and notification.

Education

B.A in Business Administration, Al- Ahliya Amman University, Istanbul

OCTOBER 2013 – SEPTEMBER 2016

With honor.

M.A in Finance and Banking , Kadir Has University, Istanbul

OCTOBER 2016 – JUNE 2018

MBA, iubh university of applied sciences, Erfurt

APRIL 2020 – DECEMBER 2023

Online

PhD in Business administration, Yeditepe University, Istanbul

SEPTEMBER 2021 – SEPTEMBER 2024

PUBLICATIONS

- FINANCIAL DEVELOPMENT, ECONOMIC GROWTH AND WELFARE: EVIDENCE FROM EMERGING COUNTRIES. *Journal of Business Economics and Finance*, 2020
- HAVE PUBLIC DEBT LEVELS RESTRICTED ANTI- CORONAVIRUS FISCAL RESPONSES? EVIDENCE FROM EUROPE. *Journal of Public Policy and Administration*.
- The Role of Artificial Intelligence in Project Performance in Construction Companies in Palestine. Chapter in a book, *International Conference on Information Systems and Intelligent Applications*, 2022

References

References available upon request