

# KOUTIBAH ALRIFAI

qs-93@hotmail.com  
Istanbul - Turkey  
00905300837075  
Dec 12, 1993

CEO



## OBJECTIVE

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.

## SKILLS

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

## LANGUAGES

Arabic | Native  
English | Advanced  
Turkish | Intermediate  
French | Elementary

## EXPERIENCE

**R&D consultant** 2018 – 2019  
Rebal Trade – Istanbul, Turkey

- 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** 2019 – 2020  
CCC – Istanbul, Turkey

- 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** 2019 – 2021  
CCC

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

**International operation and IP assistant** 2021 – 2021  
CCC

- Carrying out the correspondences about procedures and quotations with local and foreign Clients.
- Preparing and/or filing 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.

**CEO** 2019  
Alrifai Consulting Group – Istanbul

Founder and CEO of Al-Rifai Consulting Group (ACG), a business consultancy firm based in Istanbul, Turkey. ACG offers a range of services, including B2B consulting, data analysis, strategic development, startup assessment, e-commerce support, and more. Koutibah is also involved in Al-Rifai Business School, which provides training courses in areas like business English, data analysis, and entrepreneurship. While this information gives a starting point, for a more comprehensive understanding, consider searching for Koutibah on professional networking sites like LinkedIn or directly contacting Al-Rifai Consulting Group.

**Business Intelligence Consultant** Apr 2023  
Manar Foundation – Den Haag, Netherlands

- Developing and managing business intelligence solutions for the organization.
- Providing reports through office applications to improve business processes.
- Collaborating with team members for the purpose of collecting data and executing the company's mission.
- Analyzing business requirements and processes and recommending them to the management and executives for implementation.
- Creating and maintaining documentation that includes the design, requirements and user manuals for the organization.
- Identifying the development needs for the purpose of streamlining and improving the operations of the organization for efficiency and profitability.

## EDUCATION

**PhD in Business administration** 2019 – Present  
Yeditepe University – Istanbul, Turkey

**M.A in Finance and Banking** Sep 2016 – Jun 2018  
Kadir Has University – Istanbul, Turkey

**B.A in Business Administration** Oct 2013 – Sep 2016  
Ahliya Amman University – Amman, Jordan

## 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