

CURRICULUM VITAE

Foad Rabia Abdulaziz Fayyad

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Personal Statement

Ambitious Business Skills for Workplace student progressing towards a degree in Leadership and Management. Gained practical experience through an (18) month internship as an Administrative and Business Support Intern. Seeking an entry-level administrative role to contribute effectively while developing leadership and management skills.

Employment / Training Experience

- *Deloitte UK – Administrative and Business Support Intern
June 2024 – December 2025*
- *Supported daily administrative operations within a business team.*
- *Assisted with scheduling meetings and preparing documentation.*
- *Maintained organised records and updated internal reports.*
- *Used Microsoft Office (Word, Excel, Outlook) to support team tasks.*
- *Participated in team discussions and contributed workflow improvement ideas.*

Academic Project Experience

- *Flight Food Limited – Business Communication Project*
- *Team Leader, University of Wales*
- *Led group presentation analysing communication challenges.*
- *Managed team responsibilities and deadlines*
- *Resolved an unexpected team absence by redistributing tasks.*
- *Encouraged discussion and listened to team members' opinions.*

Education History

- *Leadership and Management (Degree – In Progress)*
- *University of Wales (Expected Completion: 2026)*
- *Business Skills for Workplace Certificate*

Key Areas: *Employment and Career Development, Workplace Communication, Professional Conduct, Teamwork & Problem Solving*

Skills / Knowledge / Attributes

Skills: Administrative Support, Leadership and Team Coordination, Communication, Time Management, Problem Solving, Microsoft Office (Word, Excel, PowerPoint, Outlook)

Knowledge: Workplace procedures, Professional standards, Business operations, Leadership principles, Employee development

Attributes and Attitudes: Responsible, Dependable, Open-minded, Positive learner, Professional, Well-organised, Strong work ethic

Certificates / Qualifications

Leadership and Management (Degree – In Progress)

University of Wales

Sep 2021 – Expected Jun 2026

Business Skills for Workplace Certificate – Completed 2022

Languages

Arabic: Native

English: fluent

COVER LETTER

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15 February 2026

Hiring Manager

Mills & Reeve

Birmingham, UK

Dear Hiring Manager,

*I am writing to apply for the Administrative Assistant position at **Mills & Reeve** in Birmingham, as advertised. I am currently completing my studies in Business Skills for Workplace and progressing towards a degree in Leadership and Management at the University of Wales. I have also gained practical administrative experience during an 18-month internship, where I supported general office tasks and collaborated with teams to improve workflow.*

In my training position, I coordinated meetings, maintained organised filing systems, and assisted with internal reporting. Through academic projects, such as leading a business communication analysis for Flight Food Limited, I have developed effective organisational and communication skills that associate well with the requirements of this role.

I am particularly excited about the opportunity at Mills & Reeve because of its reputation for professional excellence and commitment to growth. I am a motivated learner, proactive in task completion, and I am confident that my skills in administration, teamwork and time management would contribute positively to your team.

Thank you for considering my application. I would welcome the chance to discuss how my experience and skills make me a strong candidate for this position.

Yours faithfully

Foad Fayyad

JOB ADVERT DETAILS

Job Advert – Administrative Assistant (Real Job Vacancy, Birmingham, UK)

Role: Administrative Assistant

Location: Birmingham, West Midlands, UK

Contract: Permanent / Full-Time

Salary: £27,476 per year (estimated)

Employer: Mills & Reeve

Summary:

Join the Administrative team supporting day-to-day office operations, including managing communications, organising data and documentation, assisting with filing and scheduling, and working with colleagues to ensure smooth and efficient business processes. Previous experience helpful but not essential for the right candidate — training can be provided.

Key Responsibilities

Support administrative tasks, data entry and document organisation.

Coordinate internal communications and scheduling.

Assist with travel bookings, expense reports and basic office support.

File management and data handling.

Take on new administrative duties as needed.

Requirements

Confidence in building relationships with colleagues

Good organisational skills with strong diligence

Proactive and able to work independently and in a team.

Effective communication skills

Willingness to learn new responsibilities.

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