

ZEINA BARAKAT

30 years, Female, Single
Beirut, Lebanon



+961 70 257 421



zeina.barakat91@gmail.com



[LinkedIn](#)

SUMMARY OF EXPERIENCE & OBJECTIVE

A highly motivated, productive, and customer-focused team player with strong interpersonal, organizational, time management, analytical and problem-solving skills. Reliable and dedicated with the ability to grasp and apply new procedures quickly to organize and prioritize tasks to meet deadlines and adapt to new challenges.

PROFESSIONAL EXPERIENCE

- 2013– **Senior Flight Attendant at Middle East Airlines**
Current
- Guided and assisted for safety and comfort to passengers.
 - Prepared and Submitted reports on flight incidents.
 - Adhered to all aviation rules and regulations.
 - Monitored, managed and secured the cabin.
- 2012 **Customer Service Intern at Credit Libanais Bank - (Aug 2012 – Sep 2012)**
- Maintained and continually assessed payment risk and credit worthiness.
 - Supported other queues to facilitate teamwork in the department.
 - Advised management regarding collection strategy effectiveness.
 - Resolved higher level dispute.
 - Assessed the financial condition of loan application.
- 2010 – 2012 **Sales Associate at ABC Department Store - Beirut (Dec 2010 – Aug 2012)**
- Executed all types of transactions on the POS tool.
 - Achieved individual and department monthly sales goals.
 - Developed highly empathetic client relationship.
 - Completed efficient and accurate transfers.

EDUCATION

- 2010 – 2015 **Bachelor of Business Administration, General Business**
Sagesse University, Beirut, Lebanon
- 2006 – 2009 **Lebanese Baccalaureate, Economy and Sociology**
College de la Sagesse, Beirut, Lebanon

AREAS OF EXPERTISE AND STRENGTH

- Multitasking effectively and work on own initiative without supervision
- Strong self-awareness, communication, influence, and learning agility skills
- Microsoft Excel
- Microsoft Power Point
- Solid Analytical thinking, proactive, time and project management
- Microsoft Word

PROFESSIONAL DEVELOPMENT SKILLS

2021 – Current	Digital Marketing Certification: Master Digital Marketing Udemy
2019	Global Marketing Research and Analytics Udemy

INTERESTS

Music, reading, swimming, football, basketball, and skiing

Certificates, References, and Recommendations are available upon request.