



# Zahraa Atoui

Beirut, Lebanon 

+961 76 914341 

Atwizahraa526@gmail.com 

I possess a well-rounded personality profile, having successfully completed the SIE (Social, Investigative, Enterprising) personality test. This profile highlights my strengths in social interaction, problem-solving, and leadership. With a **Social personality**, I excel in collaborative environments, building strong relationships, and understanding the needs of others. My **Investigative traits** drive my curiosity and analytical thinking, enabling me to approach challenges methodically and with a focus on continuous learning. Additionally, my **Enterprising nature** reflects my ability to take initiative, lead projects, and make decisions in dynamic environments. This combination of skills and traits makes me adaptable, driven, and effective in diverse professional settings.

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## Experience

2021-PRESENT

**Customer Care Manager (PM shift)** :/The Concept Brand, Beirut.

Managed and resolved customer inconveniences, while overseeing all international orders and DHL logistics to ensure smooth operations and customer satisfaction.

2018 – JUNE 2021

**Data Entry** :/ MEAS, Airport Beirut.

Entered and maintained data for over 1,000 employees, including personal info, attendance, and absences. Ensured timely updates and accurate reports, collaborating with HR to track attendance.

2018 – JULY 2024

**Private Tutor:**

Provided comprehensive tutoring for all grades and subjects, covering full academic agendas and ensuring students' success across diverse educational needs.

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## Languages

- **Arabic:** Native
- **French:** Excellent (DELF B2)
- **English:** Very Good (TOEFL B1)

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## Education

2020-2023

**License in Petroleum Geology**/Lebanese University, Hadath.

2018-2020

**Biochemistry (2 years Completed)** /Lebanese University, Hadath.