

MARAH AL ZOOHBI

CONTACT

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Tripoli, Lebanon

SKILLS

- Communication skills
- Negotiation skills
- Problem-solving skills
- Organisation ,time and stress management
- Teamwork

EDUCATION

- Bachelor's degree in Law (2015 - 2019)

LANGUAGES

- English (Beginner)
- French (Intermediate)
- Arabic (Native)

PROFILE

A law graduate from the Lebanese University, I have completed an internship at a law firm and am keen to pursue my career in the legal field. I possess skills in legal research, document drafting, and client service, along with comprehensive training in communication, management, and technology skills.

WORK EXPERIENCES

Data Entry 2024
Alkhuraybe Pharmacy - Akkar

Enter invoices | Enter receipts | Enter stocks

Lawyer Assistant 2023
Saady Kalawoun Law firm - Tripoli

Contact customers | Use databases | Show intercultural awareness | Keep personal administration | Administer appointments | Office administration | Answer incoming calls | Have computer literacy | Proofread text | Use word processing software

Receptionist 2019
Medical clinic - Akkar

Administer appointments | Liaise with colleagues | Execute working instructions | Communicate by telephone | Observe confidentiality | Perform office routine activities | Perform clerical duties | Communicate with nursing staff

OTHERS EXPERIENCES

- Content Creation** : Utopia 2025
- Microsoft Office Course** : NRC 2025
- **Call Center** : Dot 2025
- Microsoft Office Course** : Sat Foundation 2024
- Life Skills Course** : Alumni Foundation 2024
- Training** (Effective communication, conflict resolution, negotiations, political education, and advocacy): Basme&Zaytune 2024
- English Course** : US Embassy in Lebanon 2019