

Leen Zarkout

Beirut, Lebanon | +961 76 830 410 | leenzarkout@gmail.com

Professional Summary

Computer Science graduate with solid experience in IT support, networking, and business operations. Strong ability in troubleshooting, data handling, and coordinating workflows. Combines technical background with customer-facing and financial experience.

Education

B.Sc. Computer Science – Rafik Hariri University (2020–2023)

GPA: 88.57 – Graduated with Honors

Lebanese Baccalaureate – Life Sciences (2019–2020) – Top Student in Class

Experience

Accountant Assistant – Samaha Chain Restaurant (Oct 2025 – Apr 2026)

- Monitored profit & loss reports and business performance
- Managed payroll and attendance systems
- Supervised daily cash flow and reconciliations
- Coordinated inventory and supply planning

IT Intern – Lancaster Hotel (May 2025 – Aug 2025)

- Provided technical support and troubleshooting
- Assisted in network maintenance and monitoring
- Managed system records and ensured data accuracy
- Supported documentation and reporting

Receptionist & Assistant – Sipes (Apr 2024 – May 2025)

- Managed front desk operations and client communication
- Handled billing, payments, and scheduling
- Maintained organized administrative workflows

Assistant Manager & Sales – Patisserie Cremino (Jan 2023 – Feb 2024)

- Supervised daily operations and sales performance
- Managed POS systems and cash handling
- Monitored inventory and stock levels
- Supported customer service and promotions

Programming Lab Assistant – RHU (Jan 2022 – Jan 2023)

- Assisted students with coding and debugging

- Supported networking labs and configurations
- Tested applications for performance and correctness

Technical Skills

C++, Java, HTML, CSS, JavaScript, SQL, PostgreSQL

GitHub, JIRA, Postman, Cisco Packet Tracer

Core Skills

Problem Solving, Communication, Teamwork, Time Management, Customer Service

Projects

Doctor Appointment System • Pharmacy Management System • Linux Security Project

Languages

Arabic (Native) • English (Fluent)