



Sara EL KOUZI

Nationality: Moroccan **Date of birth:** 01/13/1983 **Gender:** Female

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📍 **Home:** 5 Pavonia Street, Sarou Avenue Souissi, 10100 Rabat (Morocco)

ABOUT ME

- o Good synthesis skills, rigorous, likes working in a group
- o Analytical and synthesis skills
- o Excellent writing skills
- o Mastery of Microsoft Office

WORK EXPERIENCE

Secretary in a Law Office

EL KOUZI LAWYER [09/01/2013 – Current]

City: RABAT | Country: Morocco

- Telephone Reception
- Reception Service
- Appointment Booking
- Supply Management
- Mail Service
- Written Communication: - Administrative

Agent BPO (Business Process Outsourcing)

HP-CDG (Hewlett-Packard - Deposit and Management Fund) TECHNOPOLIS [06/2011 – 12/2013]

City: RABAT | Country: Morocco

Accor hotel project

- Hotel reservation management
- Customer support

Internship in a Company

LUXTONE Import and Export of Marble and Granite [06/01/2010 – 07/15/2010]

City: SALE | Country: Morocco

- Personnel management
- Telephone Reception
- Reception Service
- Mail Service

Internship in a Call Center

Assist Call [01/01/2006 – 04/01/2006]

City: RABAT | Country: Morocco

- Insurance Teleoperator
- Customer Service

Internship in a Law Office

JAOUHARI LAWYER [07/01/2005 – 08/15/2005]

City: KHOURIBGA | Country: Morocco

- Telephone Reception
- Reception Service
- Mail Service

Internship in a Company

MONDECA DIFFUSION Textile Clothing [07/01/2004 – 08/15/2004]

City: TEMARA | Country: Morocco

- Telephone Reception
- Reception Service
- Mail Service
- Written Communication: - Commercial - Administrative

EDUCATION AND TRAINING

Qualifying Training in Human Resources Management (Personnel Administrator)

Specialized Institute of Applied Technology, The Office of Vocational Training and Work Promotion [09/01/2009 – 07/31/2010]

City: RABAT | Country: Morocco | Website: <https://www.ofppt.ma/> | Level in EQF: EQF level 5

Study Private French Law

Faculty of Legal, Economic and Social Sciences [09/01/2007 – 07/31/2009]

City: RABAT | Country: Morocco | Website: <https://www.um5.ac.ma/um5/faculte-des-sciences-juridiques-economiques-et-sociales-souissi> | Level in EQF: EQF level 5

Baccalaureate in Literary Option

IRAQI HIGH SCHOOL [09/01/2006 – 07/31/2007]

City: RABAT | Country: Morocco | Level in EQF: EQF level 4

Qualifying Training For Call Center

Specialized Institute of Applied Technology, The Office of Vocational Training and Work Promotion [07/01/2005 – 08/31/2005]

City: RABAT | Country: Morocco | Website: <https://www.ofppt.ma/> | Level in EQF: EQF level 5

Graduated in Secretarial and Office Automation Technician

Specialized Institute of Applied Technology, The Office of Vocational Training and Work Promotion [09/01/2003 – 07/31/2005]

City: RABAT | Country: Morocco | Website: <https://www.ofppt.ma/> | Level in EQF: EQF level 5

Baccalaureate Level in Economic Science

Technical And Commercial High School [09/01/2002 – 07/31/2003]

City: RABAT | Country: Morocco | Level in EQF: EQF level 4

LANGUAGE SKILLS

Mother tongue(s): Arabic

Other language(s):

French

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

English

LISTENING C1 READING C1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

HOBBIES AND INTERESTS

Travel

I love traveling in and out my country

Read

I like reading Articles, News and Manuals

Culture

I like to know new cultures and discover a new things

DRIVING LICENCE

Driving Licence: B