



28/09/1992

EDUCATION

2023-2024

British Council - DQ Riyadh

- English Language Courses

2012 - 2014

HBO5 Degree - Belgium

- Medical Secretariat

2007 - 2012

Scheppersinstituut High School - Belgium

- Diploma Office Management

SKILLS

Administration

100%

Digital Skills (All Office applications)

100%

Communication

100%

LANGUAGES

Dutch

100%

Arabic

95%

English

95%

French

80%

SOURIA EL MAZZOUJI

Medical Secretary/ Administrative

Assistant

I'm Souria El Mazzouji a medical secretary from Belgium with more than 9 years of experience. I'm a specialist in handling and managing day-to-day team operations.

EXPERIENCE

August 2023 - March 2025

-Dubai, UAE

Medical Secretary

- Working for a dental practice in Dubai. Handling agenda, e-mail, meetings, Insurance ...

November 2022 - August 2023 -Riyadh, KSA

Assistant management

- Working online for a Belgian Real Estate company. Handling the agenda, e-mail, etc.

2015 - November 2022

-Antwerp, Belgium

Medical Secretary

- Preliminary medical examination of patients in the eye clinic. As well handling all the required administration.

2012 - 2014

Internships

- Several internships as a secretary

CONTACT

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Belgian