

Zakaria Elomrani

Date of birth: 06/01/1997

Nationality: Moroccan

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Profile

Dedicated and organized Executive Assistant with a prosperous track record of providing exceptional administrative support to senior executives. Possesses strong communication and multitasking skills, along with the ability to maintain a high level of confidentiality. Adept at streamlining office operations and managing executive calendars, travel, and communication, all through optimal time management.



Work experience

01/2017 – 02/2018 OUED ZEM

Receptionist

Hôtel Ouardigha

- Answered phone calls and transferred them to the appropriate party
- Greeted visitors and directed them to the correct office or individual
- Updated appointment calendars
- Scheduled meeting rooms
- Assisted with various administrative tasks as needed

10/2020 – 11/2022 CASABLANCA

Assistant manager

Outsourcia

- Managed and trained team of 10 employees to maintain high levels of productivity and customer service, resulting in a 20% increase in sales.
- Developed and implemented new inventory management system, reducing waste and optimizing ordering process.

12/2022 – PRESENT CASABLANCA

Executive assistants

Simaje

- Managed executive's calendar, scheduling meetings and prioritizing appointments to ensure efficient time



Work experience

management and seamless workflow.

- Coordinated international travel arrangements, including visa applications, flight bookings, and hotel accommodations for executive and accompanying team members.
- Prepared executive-level reports and presentations, utilizing advanced proficiency in Microsoft Office Suite to effectively communicate complex data and key information.
- Facilitated effective communication between executive and internal/external stakeholders, including drafting and proofreading correspondence, emails, and memos to maintain professional and timely interactions.



Education

BENI MELLAL

English studies

S.M Soulaïman

Business Foundations | Certificate Quantic School of Business



Skills

Communication Skills

Problem Solving

Adaptability & Team Work

Creativity

