Zineb El Khmoulli

Warehouse Office Agent | Boarding Talent

Ixelles, Bruxelles | +32 466 14 73 93 | zinebelkhm@gmail.com

Available immediately · Full-time · Category B driving licence

Experience welcoming patients, filing records and supporting administrative organisation at MY TOOTH. Comfortable using Microsoft Office, I would like to bring these transferable skills to Brucargo and learn warehouse management systems and logistics procedures. Fluent English and flexible availability for rotating shifts.

WORK EXPERIENCE

2025-2026 **HORECA** | Team Member

Customer welcome and service; handling customer requests. Teamwork in a fast-paced environment and attention to service quality.

2025-2026 **MY TOOTH - Ixelles** | Dental Assistant Internship

Welcoming patients, managing and filing records. Administrative tasks and support with the organisation of the practice.

2024-2025 **SCHOLA** | School Tutoring

Supporting pupils and communicating with different audiences. Organising and following up activities, adapting to individual needs.

2024-2025 **BELLE VUE - Forest** | Internship

Welcoming and supporting residents. Assistance with everyday tasks, administrative organisation and teamwork.

2023 **PRIMARK - Rue Neuve** | Retail Experience

Welcoming and directing customers, supporting shop-floor activities. Helping maintain the sales area in a dynamic environment.

SKILLS AND LANGUAGES

Record filing, administrative support, reception, Microsoft Office, organisation and communication with different audiences.

Languages Fluent French · Fluent English · Fluent Arabic

Tools Word, Excel, PowerPoint, Outlook · Windows and macOS

EDUCATION

2025-2026 | **Dental Assistant** - diploma obtained

2023-2025 | Bachelor programme in Nursing - studies

2022 | CESS - Upper Secondary Education Certificate, Physical Sciences

AVAILABILITY

Flexible shifts: mornings, evenings, nights and weekends. Fixed-term contract preferred; permanent contracts also welcome.