



Muthanna Juma

Summary

Detail-oriented Office Administration student with hands-on experience supporting daily administrative operations during student placement. Experienced in document management, data capturing, record maintenance, and office coordination tasks.

Proficient in Microsoft Office applications and structured administrative processes. Organized, reliable, and committed to maintaining accuracy and efficiency in a professional office environment.

Skill Highlights

- Administrative Support
- Database Management
- Email Management
- Office Operations
- Record keeping and filing
- Microsoft 365 Efficiency
- Time management

Work Experience

Mymaximus. 2021- 22

Assisted with daily administrative tasks and office documentation.

Maintained and updated physical and electronic filing systems.

Captured and verified data in spreadsheets and internal systems.

Prepared and formatted reports, letters, and internal documents.

Education

Mymaximus Silver Course certificate. Specializing in Office Administration and Office Automation

Career Statement

Office Administration

Contact

Address:

Dubai

Phone:

971 4 824 7000

Email:

Infor@mymaximus.ae

Qualifications

Certifications

Training & Skills

Computer Literate

Microsoft 365

Typing

Excellent

POD Status

-

Languages

English

-

Accommodations

-

Others

-

