



TAREK ABUNEAJ

Summary

Office Administration student with hands-on experience supporting daily office operations in a practical work environment. Gained experience in handling documents, managing records, assisting with customer inquiries, and maintaining organized administrative systems. Skilled in Microsoft Office applications, data entry, and professional communication. Eager to continue developing administrative and customer service skills while contributing positively to a professional organization.

Skill Highlights

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

Work Experience

Mymaximus. 2021- 23

Assisted with office administrative tasks such as filing, data entry, and organizing documents. Supported customer service activities including handling inquiries and basic client communication. Participated in simulated office and customer service projects.

Education

Mymaximus Silver Course certificate. Specializing in Office Administration And Customer Service

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

-

