



## Abdelrahman Osama Ali Abd Elkarim

### Summary

Organized and detail-oriented professional with strong expertise in office administration and customer service. Skilled in managing daily office operations, coordinating schedules, handling documentation, and supporting teams efficiently. Adept at interacting with clients, resolving inquiries, and providing high-quality service while maintaining a professional and welcoming environment.

### Skill Highlights

- Office coordination and workflow management
- Document Preparation, Filing & Record Keeping
- Data Entry & Database Management
- Customer service

### Work Experience

Mymaximus. 2024  
Assisted in managing registrations, distributing materials, and organizing event workflows. Supported event coordination by scheduling activities, managing materials, and tracking attendance.  
Developed organizational, multitasking, and communication skills while maintaining a professional approach.

### 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

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