



AHMED ABDUL HADI YAGHI

Summary

Motivated Office Administration and Customer Service student with hands-on experience as an HR Assistant in a hotel environment. Skilled in administrative support, employee coordination, and professional communication. Reliable and detail-oriented, with the ability to handle confidential information, support daily office operations, and deliver courteous service in a fast-paced workplace. Eager to continue developing administrative and customer service expertise within a professional organization.

Skill Highlights

- Administrative Support
- HR documentation
- Data Entry Accuracy
- Office Organization
- Microsoft 365 Efficiency
- Time management

Work Experience

Marriot Le Royal Le Meridien. 2024 till date
Manage and maintain employee records and HR files.

Process recruitment, onboarding, and staff documentation.

Update attendance, leave, and employee databases. Ensure accuracy and compliance with company policies.

Education

Mymaximus Silver Course certificate. Specializing in Office Administration.

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

-

