



Mariam Al Mehri

Summary

Highly organized and detail-oriented professional with extensive expertise in office administration and customer service. Adept at managing daily office operations, coordinating schedules, maintaining accurate documentation, and providing effective support to teams to ensure smooth workflow. Skilled at engaging with clients, addressing inquiries, resolving issues efficiently, and delivering exceptional service while fostering a professional and welcoming environment.

Skill

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

Work Experience

Mymaximus. 2025- 26

Responded to questions and resolved minor issues, ensuring a positive experience for clients and attendees.

Supported event coordination by managing registrations, distributing materials, and organizing queues.

Developed communication, problem-solving, and interpersonal skills while working collaboratively with peers and supervisors.

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

-

