



# Omer Mohamed

## Summary

Enthusiastic Office Administration and Customer Service student with a focus on efficient office operations and client support.

Skilled in managing administrative tasks, handling customer inquiries, and using office software.

Reliable, organized, and able to follow structured processes while maintaining professionalism.

Motivated to gain hands-on experience, develop practical skills, and contribute positively to a team environment.

## Skills

- Administrative Support
- Document Management
- Data Entry Accuracy
- Office Organization
- Microsoft 365 Efficiency
- Time management

## Work Experience

Mymaximus. 2025- 26

- Assisted with office tasks including filing, data entry, and document organization.
- Supported customer service operations by responding to inquiries and updating records.
- Learned office processes, workflow coordination, and professional client handling.

## 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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