



# Salim Mohammed Abbas El Neel

## Summary

Office Administration and Customer Service student with a strong interest in supporting office operations and delivering excellent client service.

Skilled in data management, document handling, and basic customer support tools.

Patient, organized, and able to follow structured tasks while maintaining professionalism.

Motivated to gain practical experience, improve skills, and contribute positively in a business or customer-focused environment.

## Skill Highlights

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

## Work Experience

### Mymaximus. 2025- 26

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

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