



## Abdel Moti Ahmad Abdel Moti Dana

### Summary

Highly organized and detail-focused professional with solid experience in office administration and customer service. Proficient in managing daily office operations, coordinating schedules, preparing and maintaining documentation, and providing effective team support. Skilled at engaging with clients, addressing inquiries, 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. 2024- 25

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

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