



Abdullah Jasim Mohammad Fairouz

Summary

Office Administration and Customer Service student with a strong interest in supporting office tasks and helping clients.

Skilled in basic office software, record-keeping, and customer interactions.

Patient, organized, and able to follow instructions and structured tasks.

Motivated to gain experience, develop skills, and contribute positively in a professional environment.

Skill Highlights

- Office Support
- Microsoft 365
- Customer Service
- Office Administration
- Data Entry
- Task coordination

Work Experience

Mymaximus. 2025- 26

Participated in simulated office administration and customer service tasks.

Assisted with daily office tasks such as filing, data entry, and document organization.

Managed records, prepared documents, and followed project instructions.

Worked in a team to complete tasks and meet deadlines.

Education

Mymaximus Silver Course certificate. Specializing in Office Administration and Customer Service

Career Statement

Document Control

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

-

