



Abdulrahim Khalid Yousuf Baker

Summary

Office Administration student with a keen interest in back office support and operational efficiency.

Skilled in data management, document preparation, and basic office software.

Organized, detail-oriented, and able to follow structured tasks and processes effectively.

Motivated to gain practical experience, improve administrative skills, and contribute to a professional office environment.

Skill Highlights

- Workflow Management
- Document Management
- Data Entry
- Office Organization
- Microsoft 365 Efficiency
- Task Tracking

Work Experience

Mymaximus. 2023- 26

- Supported team members in scheduling, coordination, and workflow management.
- Learned office procedures and improved administrative efficiency.
- Assisted with back-office tasks including filing, data entry, and organizing documents.

Education

Mymaximus Silver Course certificate. Specializing in Office Administration.

Career Statement

Office Administration

Contact

Address:

Dubai

Phone:

971 4 824 7000

Email:

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Qualifications

Certifications

Training & Skills

Computer Literate

Microsoft 365

Typing

Excellent

POD Status

-

Languages

English

-

Accommodations

-

Others

-

