



Alexis Boue

Summary

Detail-oriented student with foundational knowledge of back office operations and administrative support. Familiar with documentation, and able to follow procedures, manage routine office work, and support team operations in a structured work environment. Eager to gain hands-on experience and develop professional office skills.

Skills

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

Work Experience

Mymaximus. 2024- 26

- Assisted with data entry and maintaining accurate digital records.
- Organized files, spreadsheets, and documents for the team.
- Supported routine back-office tasks and simple reporting.
- Learned office processes and basic workflow management.

Education

Mymaximus Silver Course certificate. Specializing in Office Automation and Office Administration.

Career Statement

Document Control

Contact

Address:

Dubai

Phone:

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Email:

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Qualifications

Certifications

Training & Skills

Computer Literate

Microsoft 365

Typing

Excellent

POD Status

-

Languages

English

-

Accommodations

-

Others

-

