



Ali Lakkis

Summary

Interested in back-office support and data entry tasks, with a focus on accuracy and organization.

Skilled in handling digital files, entering data, and supporting office operations.

Patient, attentive, and able to follow instructions and structured tasks effectively.

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

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

Data Entry

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

-

