



Fahad Hisham Al Shirawi

Summary

Business Administration student with a keen interest in Marketing, and business operations.

Skilled in basic office software and data management, with an understanding of business processes.

Responsible, detail-oriented, and able to work well in structured tasks and team settings.

Motivated to learn, develop professional skills, and contribute positively in a business environment

Skills

- Marketing
- Business Process and Workflow
- Branding Awareness
- Social media marketing.
- Business Operations
- Human Resource Management
- Market Research

Work Experience

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

Supported team members in preparing reports and presentations.

Communicated professionally with colleagues and clients when needed.

Learned and applied basic business operations and administrative processes

Education

Mymaximus Gold Course certificate. Specializing in Business Administration And Marketing

Career Statement

Business 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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