



GABRIEL GOTIAM

Summary

Office Administration and Customer Service student with practical knowledge of administrative operations and front-desk coordination.

Demonstrates strong organizational skills, accuracy in documentation, and confidence in handling client inquiries. Capable of managing daily office procedures, maintaining records, and supporting team workflow efficiently. Committed to professionalism, clear communication, and continuous development within a structured office environment.

Skill Highlights

- Administrative Support
- Customer service
- Email Management
- Office Operations
- Record keeping and filing
- Microsoft 365 Efficiency
- Time management

Work Experience

Marriot The Palm. 2025- till date

Assisted with office administrative tasks such as filing, data entry, and organizing documents.

Participated in simulated office administration and customer service tasks.

Maintained records, prepared documents, and supported project workflows.

Collaborated with peers to complete tasks efficiently and meet deadlines.

Education

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

Career Statement

Office 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

-

