



Jeevika Singh Surender Singh

Summary

Student interested in back-office and administrative support.

With training in handling office documents, entering simple data, and assisting with daily office tasks in a structured environment.

Able to follow clear instructions, complete tasks step by step, and work carefully to avoid errors

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 Hospitality and Packaging

Career Statement

Document Control

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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