



# Marita Elias Ziade

## Summary

Enthusiastic Office Administration and Customer Service student with a strong interest in supporting office tasks and assisting clients.

Skilled in using basic office software and handling routine administrative and customer service tasks.

Patient, organized, and able to follow instructions and structured processes effectively.

Motivated to gain hands-on experience and contribute positively to a professional team environment.

## Skill Highlights

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

## Work Experience

### Mymaximus. 2025- 26

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

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