



Rashed Hamad Mubarak

Summary

Organized and motivated student passionate about Office Administration and Office Automation.

Experienced in using Microsoft Office tools to streamline office tasks and maintain accurate records.

Quick learner with a focus on following instructions and supporting efficient workflows.

Eager to gain hands-on experience and contribute effectively in a professional office environment.

Skill Highlights

- Administrative Support
- Workflow Management
- Office Operations
- Record keeping and filing
- Microsoft 365 Efficiency

Work Experience

Mymaximus. 2025- 26

Assisted with office tasks including filing, data entry, and document organization.

Supported office automation tasks using Microsoft Office tools.

Prepared simple reports, spreadsheets, and presentations.

Learned office procedures and basic workflow automation

Education

Mymaximus Silver Course certificate. Specializing in Office Administration And Office Automation

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

-

