



## Sami Nizar Aris

### Summary

Highly interested in management, operations, and organizational efficiency.

Skilled in office software, data management, and basic business processes.

Detail-oriented, responsible, and able to work effectively in team-based or structured environments.

Eager to gain practical experience, develop professional skills, and contribute positively to a business setting.

### Skill Highlights

- Office Administration
- Database management and Reporting
- Data entry
- Business Operations
- Human Resource Management
- Market Research

### Work Experience

#### MYMAXIMUS 2025- 26

Supported team members in preparing reports and presentations.

Participated in simulated business projects, including market research and reporting.

Collaborated with team members to complete tasks on time.

Applied organizational and problem-solving skills to achieve project goals.

### Education

Mymaximus Gold Course certificate. Specializing in Business Administration And Office Management.

### Career Statement

Human Resources

### 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

-

