



Yousef Ahmad Abdel

Summary

Motivated Office Administration and Customer Service student with an interest in supporting office operations and assisting clients.

Skilled in basic office software, data entry, and customer interaction.

Reliable, organized, and able to follow instructions and structured workflows.

Eager to gain practical experience and develop skills in a professional environment.

Skill Highlights

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

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

-

