

ABDIRAHIM MOHAMUD SHARIF

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MOGADISHU, Somalia

PROFESSIONAL SUMMARY

Hardworking Office Assistant versed in handling wide variety of office tasks. Manages simultaneous needs with good decision-making and multitasking skills. Familiar with standard office practices, accounting support, and telephone reception.

SKILLS

- Database Management
- Expense Reporting
- Payroll Processing
- Travel Coordination
- Proofreading

EXPERIENCE

Office Assistant, Mahdi General Services, Aug 2021 - Feb 2024, MOGADISHU

- Prepared letters, invoices and contract language to correspond with clients and vendors.
- Communicated openly with all levels of staff for maximum transparency and approachability.
- Scanned, indexed and stored records to manage filing system.
- Input large volumes of data to meet accuracy requirements.

EDUCATION

Associate in Science (A.S.): geoscience

ALMAAS UNIVERSITY, MOGADISHU, Jun 2023

LANGUAGE

english

Intermediate (B1)