

# MOHAMED ABDELRAZIG

## OFFICE ASSISTANT

DUBAI - DEIRA

mohamedabdalrazek249@gmail.com

0555.441.473 **Whatsapp only**

## SUMMARY

A reliable and detail-oriented office assistant with 3 years of experience in office support, skilled in organizing, arranging, cleaning, computer work, printing, photocopying, archiving and other office work, in addition to preparing a variety of hot and cold foods and drinks.

## EXPERIENCE'S

### WESTERN REAL ESTATE

JAN 2020 - ABR 2023 | OFFICE ASSISTANT

Collect and organize digital and paper files - Perform printing, photocopying, archiving and indexing - Answer telephones and other communications - Assist employees with their tasks as needed - Monitor the use of equipment and supplies within the office - Sweep and mop floors and surfaces within offices and ensure the cleanliness of bathrooms

## EDUCATION

### HIGHSCHOOL DIPLOMA

JAN 2009 - NOV 2011 | GEOMETRIC SCIENCES

AL Mawahib Private Secondary Schools

## SKILLS & ABILITIES

Customer Service - Organizational Skills - Computer Proficiency - Communication Skills - Multitasking - Problem Solving - Cleaning and Organizing Skills - Data Entry - Calendaring - Bookkeeping - Adaptability - Teamwork - Attention to Detail - Credibility

## COURSES & CERTIFICATES

Customer service - Edraak platform "2023"

English for the workplace - Edraak platform "2021"

First aid Edraak platform "2021"

## LANGUAGES

Arabic : Fluent

English : Basic

## REFERENCES

Upon request