

# Amira Al Rumaithi

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## PROFESSIONAL SUMMARY

Dedicated professional with 6 years of experience in High School role.

## WORK EXPERIENCE

### Job Seeker

ADNOC Group

June 2024 – Present

### Teacher

Abu Dhabi Social Insurance Board

June 2022 – May 2024

### Director

Emirates Water and Electricity Company

May 2020 – May 2022

### Manager

Abu Dhabi Social Insurance Board

April 2019 – April 2020

## EDUCATION

### High School Diploma in General Studies

Government Secondary School (2007)

## KEY SKILLS

Document Management, Administrative Management, Client Service, Compliance, Planning, Policy Implementation, Database Management, Team Leadership