

Amira Al Ketbi

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PROFESSIONAL SUMMARY

Dedicated professional with 5 years of experience in Bachelor's Degree role.

WORK EXPERIENCE

Job Seeker

ADNOC Group

February 2024 – Present

Admin Officer

Abu Dhabi National Oil Company

January 2021 – January 2024

Manager

Abu Dhabi Social Insurance Board

December 2019 – December 2020

EDUCATION

Bachelor's Degree in Accounting

Abu Dhabi Vocational Education and Training Institute (2018)

High School Diploma in General Studies

Government Secondary School (2007)

KEY SKILLS

Financial Reporting, Client Service, Database Management, Administrative Management, Planning, Team Leadership, Document Management, Compliance