

# Maya Al Kalbani

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## PROFESSIONAL SUMMARY

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

## WORK EXPERIENCE

### Job Seeker

ADNOC Group

March 2021 – Present

### Clerk

Emirates Water and Electricity Company

February 2019 – February 2021

## EDUCATION

**High School Diploma** in General Studies

Government Secondary School (2011)

## KEY SKILLS

Planning, Database Management, Document Management, Team Leadership, Administrative Management, Public Relations, Compliance, Policy Implementation