

Amira Al Rumaithi

amiraalrumaithi850@emirates.net.ae | +971-50-163-2028

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