

# Amira Al Ketbi

amira.alketbi@yahoo.com | +971-51-176-4321

## 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