

# AMIRA SAID MASOOD ALJUNAIB

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Al Ain, United Arab Emirates

## PROFILE

Seeking a job opportunity where I can apply my knowledge and skills to contribute to the development of the organization I join. I am highly committed to achieving shared goals and improving performance through hard work and dedication. Eager to work in an environment that promotes growth and continuous learning, where I can utilize my technical skills and collaborative abilities to support the team in achieving success and excellence.

## PERSONAL INFORMATION

- Name: AMIRA SAID MASOOD ALJUNAIB
- Address: Al Ain, United Arab Emirates
- Nationality: Emirati
- Date of Birth: 9/5/1998
- Phone Number: +971 56 3139488
- Email: amiraaljunaibi98@gmail.com

## TECHNICAL SKILLS

- Microsoft Office
- Data Entry
- Data Analysis
- Email Management

## SKILLS

- Leadership
- Communication
- Creativity
- Problem Solving
- Time Management
- Quick Learner
- Teamwork
- Working Under Pressure
- Adaptability
- Respect regulations
- Strong communication skills
- Eagerness to learn and acquire new experiences

## LANGUAGES

- Arabic (Native)
- English (Fluent)

## EDUCATION

### High School Degree

Al Naeem School, Al Ain UAE | 2016  
Average: 80.4%

## PROFESSIONAL EXPERIENCE

### TAMKEEN 5 Program, CERT

Higher Colleges of Technology - HCT | October 2019 - April 2020

- Participated in workshops focused on personal and professional development.
- Enhanced skills in project management and team collaboration.
- Developed competencies in communication and leadership.
- Completed assignments and projects to demonstrate understanding of course material.

## VOLUNTEERING

### Volunteer

Department of Health | Data, Humanitarian City | Sep 2020 - Present

- Assisted in data collection and management for health-related projects.
- Supported the organization of community health initiatives and events.
- Collaborated with team members to improve data accuracy and efficiency.
- Engaged with visitors and stakeholders to promote health awareness.