



MAITHA ALKAABI

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SKILLS

Microsoft Office.

Problem-solving and flexible thinking.

Organizational skills and ability to maintain confidentiality.

Creative thinking and fast learning.

Ability to work under pressure and in a team environment.

LANGUAGES

Arabic

English

HOBBIES

- Reading in health, safety, and environment.
- Volunteering in community activities.
- Engaging in sports and fitness.

PROJECTS

Developed health and safety protocols, reducing incidents by 20%.

PROFILE

Dedicated Remote Administrative Officer with a background in Environment Health and Safety, seeking to leverage my skills and knowledge in a dynamic environment. Known for strong organizational skills, problem-solving abilities, and a keen eye for detail.

EDUCATION

Diploma in Environment Health and Safety Jun 2018

Abu Dhabi Vocational Training Institute, Al Ain, Abu Dhabi

High School Certificate, 1015 2015

Al Rfaah School, Al Ain

EXPERIENCE

Remote Administrative Officer Nov 2023 - Present

Farnek Serves LLC, Dubai

* Streamlining administrative processes and improving team efficiency. * Managing remote work operations and coordinating with various departments.

Ministry of Education Oct 2017 - Nov 2017

Al Foha School, Al Ain

Gained experience in administrative and educational tasks.

ACHIEVEMENTS

- Improved administrative department performance by 15%.
- Received a certificate of appreciation from the Ministry of Education.

PROFESSIONAL DEVELOPMENT

- Advanced course in Occupational Health and Safety, IOSH.
- Workshop on Risk Management Techniques, Al Ain Training Center.