

# Amal Al Badi

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United Arab Emirates | 971-50-650-9011 | vimto79@icloud.com |

## Profile Summary

A highly adaptable, positive, and hardworking professional committed to delivering the highest quality in every task. Skilled at working under tight deadlines while serving clients from diverse backgrounds. Open-minded, supportive, and motivating, with a strong focus on achieving goals. Approaches each challenge with maturity and responsibility. Equipped with excellent project management, communication, and problem-solving skills. Fluent in Arabic and proficient in English.

## Experience

### Family Support | Full Time Family Support | Jan 2025 - Feb 2025

- Provided daily support to family members and ensured their well-being- Assisted with household management, appointments, paperwork, and academic needs- Managed family finances, budgeting, and coordinating services- Acted as primary point of contact for external communications with ministries, entities, etc.- Assisted elderly or dependent family members with healthcare appointments- Managed logistical needs such as transportation, shopping, and errands for the family

## Education

High School Certificate | June 98 | AlZayediyah Secondary School, United Arab Emirates

## Certifications

- Workplace Skills Program
- Certificate Of Training Completion

## Skills

- Project Management
- Communication
- Patience
- Problem Solving
- Microsoft Excel
- Teamwork
- Microsoft Office