

# Aamna Ali Alnaqbi

## Personal Information

- Address: Ras Al Khaimah
  - Mobile: 0504123777
  - Email: Amna.alkhoori.alnaqbi@gmail.com
- 

## Objective

Seeking an opportunity in a professional environment, which will help me to gain new skills and experience.

---

## Education

- Bachelor's in nursing, Higher Colleges of Technology, (2020 - 2024)
  - High School Certificate, Al Dhait School, 2020
- 

## Experience

### Registered nurse – OPD

NMC royal, Sharjah ,May/2025 – present

- Deliver comprehensive nursing care to patients in the OPD, ensuring adherence to clinical protocols and patient safety standards
- Assist physicians with examinations, procedures, and patient education
- Monitor vital signs, administer medications, and document patient information accurately in the EMR system
- Coordinate follow-up care and support patient flow for efficient clinic operations

### Data Entry Clerk – Human Resources Department

Electron Electromechanical LLC, Fujairah | Dec/2024 – May/2025

- Entered and maintained employee records with a high degree of accuracy and confidentiality
  - Supported HR team with data management, document processing, and file organization
  - Assisted in updating HR databases and preparing reports for internal use
  
  - **Nursing Student**, Saqar hospital, year (2021-2024)
    - o Giving care.
    - o Set daily objectives.
    - o Case management.
    - o Treatment planning.
    - o Patient education.
- 

## Volunteer Experience

- Volunteer, Tech for UAE, Ras Al Khaimah School, 2024(Completed 25 Volunteer Hours)

- Managed school activities
  - Prepared achievement programs
  - Updating data
  - Data entry
  - Volunteer, HCT – internal event, 2022 (completed 15 volunteer hours)
    - Prepare a project presentation during the arrival of his highness at the graduation ceremony.
    - CPR scenario
  - Training, Rak bank, 2019 (completed 2 weeks training)
    - Customer service
    - Data entry
- 

### **Certificates**

E-Health & Fitness Live Session, Higher Colleges of Technology, Ras Al Khaimah (2022)

HCT-RKW, Presenting topics regarding first aid on station registration, seating management & recording the names of all attendees (2023)

**Personal Skills**

- Language: (Arabic – English)
- Communication skill
- Teamwork
- Leadership
- Time Management
- Critical Thinking
- Problem Solving
- Active listener

**Technical Skills**

- Microsoft office
-

Dr. Loai AbuSharour

Division Chair \ Health Sciences

Higher Colleges of Technology- Ras Al Khaimah Campus

October 28, 2024

### **To Whom It May Concern**

It is my pleasure to provide this letter of recommendation for Amna Ali Alnaqbi , a graduate student in the nursing program at Higher Colleges of Technology. During their time in the program, she has consistently demonstrated exceptional academic ability, professionalism, and a commitment to personal and professional growth.

I had the privilege of working closely with her through research project and different courses. Throughout this period, she exhibited remarkable critical thinking, problem-solving abilities, and a strong work ethic. Her performance in a research project was exemplary, often exceeding expectations.

In addition to their academic and technical proficiency, she has shown outstanding interpersonal skills and the ability to work effectively in collaborative settings. She have built strong relationships with peers and faculty members, contributing positively to the learning environment. Moreover, her ability to manage time efficiently and meet deadlines under pressure has been commendable.

I am confident that Ms Amna Ali Alnaqbi will bring the same level of dedication, professionalism, and enthusiasm to any future academic or professional endeavor they pursue. They are well-prepared to contribute meaningfully to any team or organization.

Please feel free to contact me if you require any further information or have any questions.

Sincerely,

Dr. Loai AbuSharour

Higher colleges of Technology

[labusharour@hct.ac.ae](mailto:labusharour@hct.ac.ae)

*Loai Abu Sharour*