

NADA MOHAMMED AL DHUHOORI

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PROFESSIONAL SUMMARY

Detail-oriented professional with 10 years of administrative and operational experience at Masdar City and Abu Dhabi Future Energy Company (Masdar). Skilled in managing multiple service departments, coordinating stakeholders, and enhancing workflow processes. Additionally worked as a professional in-house photographer for Masdar, capturing corporate events, official documentation, and city visuals. Experienced in delivering guided tours for delegations, visitors, and VIP guests. Currently pursuing a Master's in Clinical Psychology with hands-on training at SKMC. Strong background in trauma understanding, behavioral development, mental health, project coordination, and documentation.

KEY ACHIEVEMENTS

- Streamlined operational processes across four departments (Fleet, Catering, Travel, Printing).
- Worked as an official in-house photographer for Masdar, covering events, media content, and city documentation.
- Conducted guided city tours for visitors, delegations, investors, students, and VIP guests in Masdar City.
- Coordinated Abu Dhabi Sustainability Week (ADSW) with high-level stakeholders.
- Improved documentation accuracy and workflow efficiency across service requests.
- Completed clinical case studies and managed real patient assessments under supervision.

WORK EXPERIENCE

Senior Officer – General Services | Masdar City Services LLC

Abu Dhabi, UAE | July 2023 – April 2025

- Managed operations across Catering, Fleet, Stationary & Printing, and Travel departments.
- Served as an official company photographer for internal and external events, corporate shoots, and media documentation.
- Led guided city tours for delegations, universities, VIP investors, and international visitors.
- Coordinated internal teams and vendors to ensure timely service delivery.
- Prepared monthly performance reports and tracked departmental KPIs.
- Supported major events including ADSW.

Officer – General Services | Abu Dhabi Future Energy Company (Masdar)

Abu Dhabi, UAE | April 2015 – June 2023

- Oversaw daily administrative processes and logistics supporting corporate operations.
- Worked as an official photographer for the company, capturing events, documentation, and promotional content.
- Conducted official guided tours for employees, government delegations, international partners, and high-profile visitors.
- Collaborated with the communications team on photo coordination, site access, and shoot scheduling.
- Managed documentation, service requests, workflow tracking, and daily operational coordination.

Intern – Behavioral Science Pavilion | Sheikh Khalifa Medical City

Abu Dhabi, UAE | Sep 2018 – Dec 2018

- Conducted patient interviews and prepared psychological case reports.
- Assisted in diagnosis, treatment planning, and clinical documentation.
- Completed a four-month applied clinical training program.

EDUCATION

Master of Applied Clinical Psychology | Ajman University

Currently Enrolled

Bachelor of Applied Psychology | Al Ain University

Graduated 2018 | GPA: 3.36

PROFESSIONAL CERTIFICATIONS

- Certified Addiction Recovery Coach • Trauma Specialist • Diploma in Neuropsychology • Diploma in AI Applications in Pharmacology • Mental & Behavioral Performance Coach • Certificate in Official Protocol & Professional Etiquette

PROJECTS

- Produced a documentary film focused on morgue operations as part of a university project. • Organized the Mental Health Conference at Al Ain University (2017).

SKILLS

- Photography • Guided Tours • Multitasking • Problem Solving • Handling Confidential Information • Project Coordination • Administrative Support • Microsoft Office (Word, Excel, PowerPoint)

LANGUAGES

- Arabic: Native
- English: Advanced