

31.05.2023

To whom it may concern: This letter is issued upon Amira Mayoof's request.

Following the establishment of ACE American Insurance Company, Bahrain Branch (AAICB) in 2008, Amira was recruited as HR Manager for the branch on 15th August 2008. In consideration of her skills, dedication, passion, hard work, and high standard of delivery, she was promoted to the regional role of HR Manager, Chubb MENA (Saudi Arabia, Pakistan, Egypt, UAE and Tunisia) on Aug 2009. Her current designation is: Regional HR Manager, Chubb MENA.

Amira is broadly involved in all HR related activities within the region.

Additionally:

- Amira successfully created all HR policies and procedures for the region from scratch. She continues to review existing policies and procedures periodically in order to align them with company vision, local law and market practice.
- She is actively involved in Training and Development of the MENA team, Organizational Design and Succession Planning.
- In Bahrain, Amira proactively utilized all resources and government initiatives offered for recruitment, training, and development of young talented Bahrainis (Tamkeen).
- She is in charge of employee benefits and regularly reviews the changing environment with respect to employee benefits within the region in order to make necessary adjustments based on company vision, market practice and legal requirements. As part of employee benefits, Amira is in charge of negotiating employee's Group Medical and Life policies directly with providers. She has proven to be a very skilled negotiator and has managed to strike excellent deals on these policies at improved benefits and minimal or no cost to the company, year on year.
- She is very well versed with Labor laws within the region.

Amira is very keen and active in her own personal Training and Development to ensure she is always on top of latest HR techniques, findings, protocols. She completed her master's degree after joining AAICB and has attended various HR related conferences/seminars within the region. In 2020, she attended and successfully completed the "Advance Coaching Skills" program and became a member of ICF. In 2021, Amira also obtained credentials as Career Coach and Certified Career Service provider from the NCDA.

Amira is a vital member of Chubb MENA management team and is highly respected by the team. She is trustworthy, reliable, committed, passionate and never shies away from hard work.

Amira will be leaving Chubb effective 31 May 2023 due to the closing of the Bahrain branch. We thank her for her valuable contribution and wish her all the best for the future, both personally and professionally.

Regards,

Chubb European Group SE



Reginal Jessel
Head of HR Continental Europe, Middle East & North Africa