

# Nawaf Mohammed Alharbi

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## PROFILE

Fresh graduate from the Institute of Public Administration

## EDUCATION

Awarded in: 30/12/2021

**Diploma in Marketing and Sales**, Institute of Public Administration–  
RIYADH

## EXPERIENCE

Feb 27/02/2022– Jun 26/02/2023

**Operations Specialist**, United Cooperative Insurance.

Coordinate with different departments to improve production to work in all areas.

Maintaining an up-to-date client, customer, contractor and supplier management system.

## Cooperative Training

2021/11/21- 2021/12/30

**I trained in How Medical Group Company**, my role at [HOW MEDICAL GROUP] was to assisting the Marketing Officer with: Compiling and distributing financial and statistical information such as budget spreadsheets.

Questionnaire analysis. Writing reports, company brochures, and similar documents. Organizing and hosting presentations and customer visits. I worked directly with the marketing team, working on offers and following up on the expected income from times the amount spent

## SKILLS & LANGUAGE

- Understand spoken information. (Excellent)
- Speak clearly so listeners can understand. (Very good)
- Listen to others and ask questions. (Excellent)
- English Language. (Excellent)
- Write clearly so other people can understand. (Excellent)
- Understand written information. (Very good)
- Read and understand work-related materials. (Very good)
- Microsoft Office. (Very good)

