

Highly-motivated and dedicated who keen to achieve further professional development. As I have skills in communicated with others and learning in multiple skills. I'm seeking to grow my career where I will develop my managerial and technical skills, that will achieve positive result and develop the business side and personal too.

**OBJECTIVE**

---

**CLAIM MANAGEMENT MANAGER ( 2021 – 2023 )**

**AT NEXT CARE CO.**

- Oversee operations of the Claims section and ensure full coordination and synergy among claims unit on daily basis.
- Determine which batches are validated within the ( TAT )
- Monitor the performance of the claims team.
- Monitors and measures performance of the department's.

**SENIOR TEAM LEADER ( 2014 – 2020 )**

**AT NEXT CARE CO.**

- Distribution of batches to the team.
- Prepare Team Production on daily basis.
- Complete the tasks on time.
- Got 5 times Employee of month with high number & quality.

**CLAIMS ADJUSTER ( 2012 – 2013 )**

**AT NEXT CARE CO.**

- Achieve a good numbers and quality in claims processing.

**COOP STUDENT ( JAN 2020 – MAR 2020 )**

**AT ARAMCO CO.**

- Training and development in UR department.

**RECEPTIONIST**

**AT ASSALAMA HOSPITAL CO.**

- Receive customer, perform the necessary procedure.

**EXPERIENCE**

---

**DIPLOMA DGREE IN BUSINESS ADMINISTRATION**

- GPA: 4.93 / 5
- Comprehensive exam of Vocational Training corporation: percentage 81 / 100

**IFCE CERTIVICATE ( SAMA )**

- Insurance foundation certificate exam.

**EDUCATION & CRETIFICATES**

## **DOROP**

- Self-management.
- The Saudi labor system.
- Culture of telework technically.
- Vehicle insurance.

## **AMAMA CENTER**

- English course – 2005
- Computer typing course - 2003

## **COURSES**

- 
- Team work
  - Flexibility
  - Organization
  - Keep learning
  - Time management
  - Microsoft office
  - Leadership

## **SKILLS**

- 
- Dr. Fadi Kodih "COO" 0507796406
  - Ahmed Al Hamad "Customer care Manager" 0546549420

## **REFERANCE**