

# Ahood Alasmari

✉ ahood07@hotmail.com ☎ 0563090295  
📍 Ras Tanurah

## SUMMARY

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Thorough Insurance clerk with excellent mathematics and communication skills, adept at filing , data entry and maintaining clean , organised work environment. Maintaining excellent relationship with customers.

## WORK EXPERIENCE

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### Insurance Officer

Ram Medical Polyclinic

📅 May 2019 - Jan 2020

Ras Tanurah

- Send approvals to insurance companies and notifying the doctors to tell the patients.
- Add new policy to the system and activate it.
- Solve any problems that will make the patients unsatisfied.
- Send medications approvals to the insurance company and make a referral if it's necessary.
- Print approvals and make sure that approvals are correct.

### Insurance Management Assistant( Trainee)

Rahima Medical Polyclinic

📅 Apr 2018 - Jun 2018

Ras Tanurah

- Contact insurance companies if we need any problem.
- Make sure that approvals costs are matching the invoices.
- Check the eligibility of insurance cards.
- Customer services.

## EDUCATION

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### Bachelor in Finance

Saudi Electronic University

📅 Aug 2020 - Select Month **Select Year**

Dammam

### Diploma in Accounting

International Technical college

📅 Feb 2017 - May 2019

Qatif

### High school certificate

Ras Tanurah first school  
Apr 2013 - Sep 2015

Ras Tanurah

Graduated with high GPA (98.65/ 100)

## PERSONAL SKILLS

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Leadership

Microsoft office

Time Management

Decision Making

Call Handling

## LANGUAGES

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English



Arabic



## COURSES

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### STEP Exam (75/100)

Jul 2020

Qyais

### Labor Education according to Saudi Labor Law

May 2020

Droob

### leadership essentials

Sep 2019

Droob

### Principles of Financial Accounting

2019

Droob

### Fundamentals of management

2019

Droob