

Saud Alkhodair

+966556571383

Alkhodair.s@gmail.com

I'm an ambitious persistent and determined young professional aspiring to become associated with a company where I can utilize my skills and gain further experience. In addition, I am keen on being a part of a team that enhances the company's productivity and its reputation.



Work Experience

Motor Claims Executive

Wafa Insurance Company.

- Investigating and negotiating settlement on motor claims.
- Responding to correspondence and providing efficient phone service to clients.
- Reviewing claim files including monitoring of recoveries, setting of reserves, clients and intermediaries management, assignment of solicitors & surveyors.
- Approve payment claims.

Customer Services Representative

Wafa Insurance Company.

- Collecting required documents from applicants and following up on missing items.
- Receiving calls and following up with customers.
- Data entry.
- Handling checks.



Education

High School Diploma in Natural Sciences

Al-Ghad International Schools.

English diploma

ELS language center

English courses

Laurention University



Skills

- Ability to work with teams.
- Ability to multitask
- Good leadership skills
- Ability to work fast and under pressure
- Time Management

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Excellent

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Excellent

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Excellent

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Excellent

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Excellent

NOV 2011- MAY 2013

SEP 2011- NOV 2011

MAY 2004 – JUN 2006

AUG 2014 – MAY 2016

JUN 2009 – OCT 2010