



Mohammed Alsalem
Claims officer

OBJECTIVE

Looking for new level of experience in which will be able to exploit and develop my technical and communication skills.

📍 Riyadh, Saudi Arabia

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LANGUAGES

Arabic



English



SKILLS

- Computer skills
- Maintain positive relationship with colleagues
- Collaboration and flexible
- Oracle ERP
- Leadership
- Communication skills

WORK EXPERIENCE

- | | |
|---|-----------------------|
| Alinma Tokyo marine company
Officer claims | April 2021 - Present |
| Pioneers outsourcing company
Collection officer | Jan 2020 - April 2020 |
| Arab Altayser company | May 2017 - May 2019 |
| <ul style="list-style-type: none">• oprations 2019• Cashier 2017-2019• Collection department 2017 | |
| Diplomat car rental company
Employees affairs department, human resources and recruitment | Oct 2016 - Mar 2017 |
| Dawood factory
Sales supervisor | May 2015 - May 2016 |
| Saudi Hollandi bank
Customers services | Apr 2009 - Nov 2014 |
| Fawaz Alhokair company
Administrative assistance, human resources and recruitment | Jul 2008 - Feb 2009 |
| FIPCPO company
Executive secretary | Dec 2006 - Jul 2008 |

EDUCATION

Technical and vocational training corporation
Diploma degree in Executive secretary, 2006.

TRAINING AND CERTIFICATIONS

Human resources management, ALFAC, 2017
English language course, 90 hours, ALFAC, 2006
Professional behavior course, 40 hours, ALFAC, 2006
Computer basics course, 18 hours, ALFAC, 2006