

Jaffer Saleh Mahdi



Contact

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Languages

Arabic
English

Hobbies

- Football
- Swimming

Summary

Driven Front Desk Agent highly skilled in managing reservations, telephone calls and customer inquiries. Poised with total commitment to guest satisfaction. Deal with renewal insurance policy and open claim .

Skill Highlights

- Time management
- Strong decision maker
- Complex problem solver
- Communication skills
- Team work
- Service-focused

Experience

Front desk – 06/2017 – 01/2021
Solidarity Bahrain

Deals with renewal insurance policy and open claim also insurance for phone and travel and work for and role for payment for claim and recovery claim amount from another insurance companies

Sayed Khadim Al Durazi – 03/2015 – 04/2015

Internship

Responsible to check project of 1000 houses rehabilitation for comparison government costs

Education

Bachelor degree: **Banking & Finance** - 2015
University of Bahrain, Bahrain

Certifications

Award In General Insurance – CII UK – 2020

(CPHRC)

Certified Professional in Human Resource Management & Compensation 2016