

SULAF PASHA

SUMMARY

I am a qualified and professional insurance underwriter and HR specialist with eight years of experience in administration and underwriting process. Strong creative and analytical skills. Team player with an eye for detail.

WORK EXPERIENCE

KEY ACCOUNT OFFICER

AlMamoon Insurance Broker , Jeddah 2019 - 2021

- Bring new clients to the company.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Held Meeting with the clients regularly to make sure they are satisfied with our services.
- Identified issues, analyzed information and provided solutions to problems.
- Actively listened to customers' requests, confirming full understanding before addressing concerns.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Handling the client perineum invoices and renewal of the policies.

SENIOR UNDERWRITER COORDINATOR

Alnaghi Company, Jeddah 2016 -2019

- Evaluated new and renewal applications to determine insurance risks and premiums.
- Provided recommendations on individual or group insurance plans.
- Prepared underwriting reports and updated insurance forms.

SUBJECT MATTER EXPERT IN TRAINING AND DEVELOPMENT

ARAMCO-TCS, Riyadh 2014 - 2016

Joined the organization as a process assistant in training and development department for Saudi Aramco employees. Got promoted to be a subject matter expert and team leader back up in November 2015. Along with doing the quality check for training requests and payments.

FREELANCE WORK



Social Media Account Management

Royal Tours company 2020-present

Medical Sales Representative

The Medical Store 2021

CONTACT

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SKILLS

Good communication skills Reliable and professional Organized Good time management skills Team player Dedicated Fast learner Motivated Hard worker Skilled in research, analyzing data, Excellent with Microsoft Office, internet applications and willing to learn new programs. Punctual

EDUCATION

KING SAUD UNIVERSITY 2010 -2014

Bachelor of language and translation (English)

UBT

2019-2021

Master of Business Administration

TRAINING & CERTIFICATIONS

- IFCE (2017) from SAMA
- Business Analytics (2021) from Udacity
- Digital Marketing (2021) from Udacity
- Product Management (2021) from Udacity
- AI for Business (2021) from Udacity