MAISA ALAMRI

Phone: 0590824897 | Email: mysaalmry77@gmail.com | Location: Makkah

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# SUMMARY

Recent graduate with a Bachelor's degree in Insurance from Umm Al-Qura University, College of Islamic Economics and Finance. Graduated with an excellent grade and First-Class Honors (GPA: 3.88/4.00). Highly motivated, quick learner, and committed to teamwork. Looking to apply academic knowledge in a professional environment, enhance my skills, and contribute to achieving organizational goals.

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# EDUCATION

Bachelor’s Degree in Insurance  
Umm Al-Qura University (2019 – 2023)  
Excellent Grade – First-Class Honors  
GPA: 3.88 / 4.00

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# WORK EXPERIENCE

* Cooperative Training – Medical Insurance Department
* Dr. Awwad AlBishiri Hospital – 2023

- Received and logged medical approval requests from patients  
- Assisted in reviewing documents and submitted information  
- Helped examine medical files to ensure completeness and accuracy

* Volunteering – King Faisal Hospital
* Data Entry and Archiving – One-month volunteer experience

- Entered data and organized medical records  
- Supported the archiving team in maintaining accurate files

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# SKILLS

- Strong communication and interpersonal skills  
- Customer service excellence  
- High attention to detail and accuracy  
- Analytical and numerical proficiency  
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)  
- Adaptability and eagerness to learn  
- Time management and organizational skills

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# CERTIFICATIONS

- Insurance Foundation Certificate Examination (IFCE)  
- Microsoft Office Specialist (MOS)  
- Customer Service in the Insurance Field  
- Secretary and Administrative Assistant Skills

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# ADDITIONAL STRENGTHS

- High ethical standards and a professional attitude  
- Ability to work under pressure and meet deadlines  
- Strong desire to build a career in the insurance and healthcare administration field  
- Willingness to attend training programs and engage in continuous professional development