

Mohammad Hassan M.

Jeddah | 0565423593
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Experienced professional with a diverse background spanning office administration, field operations, and insurance, particularly in extended warranty and maintenance-related products. Proven ability to build strong relationships with maintenance workshops, proficient in vehicle mechanics and fault diagnosis. Skilled in insurance claim processing, follow-up procedures, and adept at using entry programs and accounting software for efficient administrative management.

EDUCATION

Different Courses

Forsa Website

Insurance Foundations Professional Exam

Financial Academy

High School certificate

Jeddah School, Jeddah

Microsoft Office

Compubace

Fundamentals of Digital Marketing

Google

EXPERIENCE

Senior Officer of extended warranty department

Jan 2012 - Dec 2023 *Trde Union Co-operative insurance, Jeddah*

Senior of extended warranty department

Dec 2007 - Dec 2011 *Gulf Warranties co., Jeddah*

External Relations Coordinator

Jan 2005 - Jan 2008 *Modern Contractor Constraction, Jeddah*

Executive Secretary

2000 - Jan 2004 *Al-Nisreen est. , Jeddah*

As a sales coordinator then a sales supervisor and then moved to the secretarial department executive secretary.

SKILLS

Communication, Problem-solving, Customer Service, Teamwork, Leadership, Adaptability, English Language