

# Mohmmad 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 *Trade 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 Construction, 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