

Saudi, Saudi Arabian
Jeddah, Saudi Arabia
Date of birth 13/08/1995
0532914800
Abdulrahman.alhamdan1@hotmail.com

Languages

Arabic

English

Interests

New technology

Travel and Museums

Sports

Social networks

in

<https://www.linkedin.com/in/abdulrahman-alhamdan7/>

Abdulrahman Mohammed Alhamdan

Education

Bachelor's Degree Administrative Science

From 2015 to 2019 King AbdulAziz University Jeddah, Saudi Arabia

Bachelor of Economic and Administration College



Work experience

Contact Centre Management CS

From July 2021 to October 2021 Zain Ksa Jeddah, Saudi Arabia

Customer service through the call center, customer assistance, problem solving, answering inquiries, marketing and sales services, managing products and services, Use applications and systems to help and solve customer problems



Claims Admin

From June 2018 to August 2018 Bupa Arabia Jeddah, Saudi Arabia

Claims Management Department Internship Summer Training, The focus was on invoicing and cost of treatment for patients and auditing and entering them into the system (SAP),



Personnel Officer

From January 2015 to June 2018 Rajab & Silsilah Co. Jeddah, Saudi Arabia

Reviewing attendance and leaving, checking the monthly salary statement, managing employee data, managing employee vacations, reviewing and managing promotions, archiving



Courses

Banking and Financial Sector

Provided by HRDF in cooperation with the Financial Academy Nov / 2021



Insurance Claims - Foundation

Financial Academy Nov / 2021



Basics of Insurance course (IFCE)

Provided by HRDF in cooperation with the Financial Academy Oct / 2021



Basics of Business Administration

Rwaq : Rwaq platform for open education Jul / 2021



Human Resources: Payroll

LinkedIn : LinkedIn Learning Jul / 2021



Skills

Computer Skills

Microsoft Office ,Excel ,Word ,PowerPoint ,Computer Applications, Documents Management, Outlook

Time Management

Communication Skills

Team Work

Solving Problems