

# AHMED HUSSAIN AL MUHNNA

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## PROFILE

Dedicated customer service representative with over 10 years of professional experience. Eager to join professional environment. to offer customized solutions, identify sales opportunities, and provide exceptional service to customers.

## EDUCATION

SEP 2010 – SEP 2012

**Diploma of insurance operations , institute of public administration**

– RIYADH

- GPA 3.88 of 5

## EXPERIENCE

JUN 2019 to NOV 2022

**Customer services & Post Agent sales & SME sales , MEDGULF INSURANCE**

- Maintaining relationships with clients.
- Handling clients requests for services .
- Collocation Financial dues.
- Searching for new clients

DEC 2013 to JUN 2019

**Customer services & Post Agent sales , MEDGULF INSURANCE**

NOV 2012 to DEC 2013

**Underwriter , NCCI Insurance (Tamayz)**

## SKILLS & LANGUAGE

- Understand spoken and written information. (Excellent)
- Speak clearly so listeners can understand. (Very good)
- Listen to others and ask questions. (Very good)
- English Language. (Very good)
- Write clearly so other people can understand. (Very good)
- Read and understand work-related materials. (Very good)

## CERTIFICATES

- IFCE certificate , SAMA
- AML & Anti-Fraud certificate , MEDGULF
- Business Etiquette and Professionalism , MEDGULF
- Enhancing Your Productivity , MEDGULF
- Tips for communicating Effectively , MEDGULF
- time management , ETHRAI
- Dealing with job pressures , ETHRAI
- Job performance management , ETHRAI
- diploma Certified in NLPD & EISD & DECS & SPS & EPL & THE 7 Habits , International H.R.D association