



**Sulaiman Ahmed Bin Mukashen**

## **Abo Fahad**



Yemeni citizen husband  
Riyadh, Saudi Arabia  
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### **Education**

- **High School**

#### **Relevant Coursework:**

- Microsoft Office Windows
- Completed 6 English levels
- Insurance Fundamentals Certificate **IFCE** from the Saudi Arabian Monetary Agency

### **Job Experience**

#### **• Salama Insurance Company**

Claims Officer for the first 3 years, Operations Officer for 2 years.

- Solidarity Insurance Company Customer Service Officer for a year and a half
- Takaful Al-Rajhi Insurance Company compensation collector (companies and individuals) for a year
- IN2V Company E-Shops Secretary for Vanilla - Eve website for a year
- Commercial Union Insurance Company Customer Service Reception 3 years, Car insurance salesman for the National Bank financing for 1 year

### **Certifications**

- Certificate of Personnel Affairs Course Two certificates (Human Resources Management Specialist and Administrative Development)
- Certificate from the Chamber of Commerce on how to present and your project and ideas
- Certificate of thanks presented by the King Khalid Award Ceremony Conference in the Kingdom Hotel Four Seasons, as a former reception coordinator
- Certificate of Appreciation for organizing the Higher Education Conference for Male and Female Students at King Fahd Cultural Center
- Certificate for organizing a conference for the Department of Zakat and Income Tax
- Certificate of Customer Service Course for the website Dorb Taqat
- Mobile Maintenance Basics Certification Course
- Salama Money Laundering Course Certificate and Basics of Insurance Certificate

### **Personal Skills**

- English and Arabic Proficient
- Good Communication skills
- Problem Solving Skills
- Team Player
- Time Management
- Love of learning and self-development.
- Effective Speaking Skills
- Team Leadership
- Speed in typing and fast in finishing Transactions in systems and programs and their mastery