

Waad Abdulaziz Alshareef

Age: 25 | Sex: Female | Nationality: Saudi | Address: Jeddah, Saudi Arabia
Phone: +966 577 978 619 | Email: alshareef.waad@gmail.com

PROFESSIONAL EXPERIENCE

- **Senior Property Underwriting Officer**

Gulf General Cooperative Insurance Company

July 1st, 2017 – Present

- Prepares renewal cases and check claim history of each case to determine the continuity of the cover.
- Issues Property Insurance policies using Oracle System.
- Coordinates with Reinsurance Department for facultative support.
- Coordinates with Risk Engineers to conduct survey of the insured locations and assess the risk according to the given report.
- Coordinates with banks in accordance with its own mortgaged properties.

- **Senior Operations Officer**

Gulf General Cooperative Insurance Company

November 1st, 2016 – June 30th, 2017

- Motor Operations team leader.
- Organized and distributed work to Operations Team.
- Supervised workflow and daily transactions.
- Issued individuals and corporates policies using Oracle System.
- Coordinated with branches, departments and brokers to resolve issues.
- Provided training and guidance of daily procedures for the Operations Team.
- Coordinated with Finance department to release payment receipts and deposit credit into the customer's bank account.

- **Trainee**

English Language Institute (ELI) at King Abdulaziz University.

October – December 2015

- Received and demonstrated professional teaching and leadership skills.
- Performed clerical duties, including cataloging library books.
- Charged with classifying and organizing sensitive and confidential information.

- **Session Presenter**

Ministry of Education - The Sixth Student Conference

March - April 2015

- Organized and arranged displays to be presented to large audiences.
- Team motivator for participants in preparation of their turn in public speaking.
- Presented participants on stage.

EDUCATION

King Abdulaziz University (2012 – 2015)

Bachelor of Arts in English Language

GPA 4.39/5 with honors

Saudi Arabian Monetary Authority – The Institute of Finance (2017)

Insurance Foundation Certificate (IFCE)

TRAINING COURSES

- Anti-Money Laundering (2017)
- Writing Reports. (2016)
- Labor Relations (2015)
- Successful Conference Protocol (2015)

TECHNICAL SKILLS

- Effectively using the Microsoft Office suite.
- Excellent presentation skills.
- Translating Arabic and English documents.
- Ability to use Oracle System.

PERSONAL SKILLS

- Excellent leadership skills.
- Excellent written and verbal communication skills in both Arabic and English.
- Excellent attention to details and strong organizational skills.