

# SALEH ALJAIDAH

MOTOR CLAIMS LOSS ADJUSTER

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**OBJECTIVE:** To participate as a team member in an insurance work environment focused on promoting business growth by providing superior value and service.

## EDUCATION:

Technology College , location Dammam , degree Diploma

I'm currently studying Bachelor of Business Administration at king faisal university from 2015 to present.

## PROJECT EXPERIENCE :

### [Al Rajhi Takaful](#)

- **Title : Motor Claims Loss Adjuster**

DATES EMPLOYED JAN 2014 – PRESENT

LOCATIONAL-KHOBAR, EASTERN REGION, SAUDI ARABIA

Loss of vehicle claims is estimated by the company the inspection and estimation process is done through the Autodex program, the photos and the identification of vehicle damage and quotations are attached to the program, after which the program report is uploaded to issue approval from operations department for repair of the vehicle.

A comprehensive customer review request (insured) is followed up after the authorization of repair outside the agencies and workshops, the vehicle is survey after repair and provided to bring the vehicle to the branch and receive the final invoices after the repair, and attach the invoices of payment to the settlement claims department .

### [Tawuniya](#)

- **Title : Motor Claims Recovery Officer**

DATES EMPLOYED OCT 2012 – DEC 2013

LOCATION SAUDI ARABIA AL-KHOBAR

The excel sheet is received, the table has customer information from other individuals or insurance companies registered in it: customer's mobile number, claim number, payment amount.

The customer is contacted and notified of the payment according to the required amount, after which the amounts are credited to the company account.

- **Title : Motor Claims Executive**

DATES EMPLOYED OCT 2012 – DEC 2013

LOCATION SAUDI ARABIA AL-KHOBAR

The client is accepted to open a claim to receive the accident report from the traffic or Najm company, driving license, vehicle form, insurance card, and directing the client to the repair center according to the document (repair agency, workshops). Vehicle (customer's mobile number, endurance value,

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depreciation value if any) according to customer's document.

The third party shall be accepted to open a claim to receive the accident report from the traffic or Najm company, vehicle form, vehicle photo if any, bank account number to settle the claim.

- **Title : Motor Claims Executive Settlement Officer**

DATES EMPLOYED MAY 2012 – DEC 2013

LOCATION SAUDI ARABIA KHOBAR

Settlement Executive Motor Claims Of Customers document completed after issued letter total loss.

- **Title : Motor Claims Surveyor**

DATES EMPLOYED NOV 2008 – JUL 2012

LOCATION SAUDI ARABIA AL-KHOBAR

The claim numbers for vehicle survey are uploaded at repair centers (agencies, workshops), all images are taken and the affected vehicle parts are identified, provided with the repair estimates by the repair center, and the approval is issued immediately to begin repair of the vehicle.

- **Title : Motor Claims Manager Assistant Branch**

DATES EMPLOYED FEB 2009 – MAY 2009

LOCATION SAUDI ARABIA JUBAIL

Customer problem solutions are received in the motor claims department , registration numbers of all receipt of daily claims in Excel sheet, follow-up attendance of employees, monitoring of settlement and update of claims data for customers (insured, third party), providing better service to comprehensive customers (insured)

- **Schlumberger Middle East**

**Title :** Assistant technical – Motors department

Checking equipment and tools before and after installation .

- **SKILLS :**

- Languages Arabic native / English fluent .
- Managing the work in a team.
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- The ability to work as an individual and in groups
- Time management.
- Proficient in Microsoft office including ( excel & power point )
- Work under pressure and team.
- Quick learner and detail oriented.
- Written and verbal communication.
- System use the applied at work ( Eskadenia software, Oracle )

- **COURSES :**

- Assessment damages courses of ( MOTION , CESVI AUTODEX )
- insurance foundation certificate ( IFCE )
- Assistant underwriting insurance.
- Customer service for insurance