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| ***Prsonal Information*** |
| **Place & Date of Birth** | **Name** |
| Jeddah – 13/04/1992 | Elaf Sadqa Mohammed Oufi |
| **Address** | **Nationality & ID.No** |
| Jeddah - Obhur | Saudi – 1076285491 |
| **Mobile No.** | **E-mail** |
| 0560551020 | Elaou10@gmail.om |

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| ***Education*** |
| **Date of graduate** | **Major** | **Degree** | **Institute** |
| 2017 | Organization & management development | Bachelor | King abdulaziz University |

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| ***Training Courses*** |
| **Institute** | **Courses Name** |
| Nesma training Center | English & Work Environment Level  |
| Gulf General Cooperative Insurance co. | Effective Communication Skills  |
| Gulf General Cooperative Insurance co. | Work Ethics |
| Dar Al esnad Training  | Insurance Basics |
| Dar Al esnad Training | Motor Insurance  |

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| ***Certificates*** |
| Insurance Foundation Certificate | The Institute Finance |
| Underwriting process  | King Abdulaziz university.  |

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| ***Work Experience***  |
| **Duration** | **Position** | **Institute Name** |
| Continues since 2014 | Claims Officer | Gulf General Cooperative Insurance co |
| Continues Since 2014-2018 | Business Owner | Aknnaf Jeddah co. |

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| ***Language***  |
| English / Good in writing & reading |

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| **Skills**  |
| * Microsoft office
* Effective Communication
* Finance audit
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