|  |  |
| --- | --- |
| ***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](mailto:Elaou10@gmail.om) |

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

|  |  |
| --- | --- |
| ***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 |

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

|  |  |  |
| --- | --- | --- |
| ***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. |

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

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