

MOHAMMED ALKHALIFA

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SUMMARY

Motivated and detail-oriented professional with a Bachelor's degree in Business Insurance and Risk Management from King Faisal University, with hands-on exposure to insurance operations through internship and trainee experience. Strong analytical, communication, and organizational skills, supported by training in sales and marketing. Seeking a role in insurance or risk management to apply academic knowledge and practical experience.

WORK EXPERIENCE

Arthur Lawrence, Riyadh - Management Trainee

Nov 2024 – April 2026

Support coordination activities across consulting and recruitment functions while building exposure to business operations and client service delivery.

- Assisted in coordinating consulting and recruitment activities, including scheduling interviews, tracking candidate progress, and maintaining documentation.
- Supported communication between internal teams, consultants, and clients to ensure smooth operational workflow.
- Prepared reports, presentations, and status updates for ongoing projects and hiring activities.
- Participated in team meetings and learning sessions to understand consulting processes, shared services, and client engagement practices.

Medgulf Insurance, Riyadh - Internee

Aug 2024 – Nov 2024

Gained hands-on exposure to core insurance operations, underwriting support, customer service, and risk assessment aligned with academic specialization in insurance and risk management.

- Provided customer service and claims support, assisting clients with inquiries and documentation.
 - Participated in basic risk assessment activities related to insurance applications and policies.
 - Engaged in direct client interaction to support service delivery and information gathering.
 - Utilized insurance management systems for data entry, record updates, and process tracking.
 - Supported insurance underwriting activities by assessing applicant risk using medical and financial information, lifestyle factors, age, and gender.
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EDUCATION

King Faisal University

Al Ahsa, Saudi Arabia

- Bachelor's in Business; Insurance and Risk Management

Jan 2021 – Aug 2024

CERTIFICATIONS

- **Sales Management Skills** – Doroob | 8 Training Hours | Issued Jan 2026
- **Marketing** – Doroob | 5 Training Hours | Issued Jan 2026.
- **English Language** – Oxford International Study Center
- **Risk Management**

SKILLS

- Business Coordination & Administrative Support
- Basic Recruitment & Candidate Tracking
- Communication & Stakeholder Interaction
- Sales & Marketing Fundamentals
- Microsoft Office (Word, Excel, PowerPoint)
- Time Management & Organization
- Team Collaboration & Learning Agility

PERSONAL

Date of Birth: 2nd October 2002

Driving license: KSA

References: Available on Request

Marital Status: Single

Languages: Arabic and English