

DANAH ALMASHAMA

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ABOUT ME

A motivated insurance professional with a Diploma in Insurance and Risk Management and a strong foundation in claims management, underwriting, and insurance operations. Experienced in both health and motor insurance sectors, with a keen eye for detail, strong communication, and analytical thinking. Eager to contribute to a results-driven insurance team and provide high-quality service while ensuring compliance and efficiency.

EDUCATION

Imam Abdulrahman Bin Faisal University

Diploma in Insurance and Risk Management | August 2024

CERTIFICATION

Imam Abdulrahman Bin Faisal University

financial Academy Professional Certificate in Insurance Fundamentals (IFCE) | October 2024

SKILLS

Technical: Microsoft Office, Excel, Insurance Systems, Nafis Platform

Soft Skills: Teamwork, Attention to Detail, Multitasking, Communication

Insurance-Specific: Risk Evaluation, Claims Management, Underwriting, Policy Renewal, Medical Approvals

WORK EXPERIENCE

INSURANCE & MEDICAL APPROVALS | Clinic Nine (JANUARY 2025 - AUGUST 2025)

- Process and track insurance claims using the Nafis insurance platform.
- Verify patient coverage and ensure requested treatments align with policy benefits.
- Maintain accurate records of claims and approvals within the clinic

COLLABORATIVE TRAINING | Al Etihad Cooperative Insurance Co (JUNE 2024 - AUGUST 2024)

- Conducted risk assessments for motor and health insurance applications.
- Set appropriate coverage limits and calculated premiums based on risk factors.
- Managed underwriting processes and supported daily claims operations.
- Ensured regulatory compliance in all processes, improving workflow efficiency..

COLLABORATIVE TRAINING | Toba Insurance Agency Co (MARCH 2023 - MAY 2023)

- Followed up with clients to renew various insurance policies, ensuring timely processing.
- Issued new insurance policies (medical, commercial vehicle, and travel) using internal systems.
- Archived, scanned, and maintained digital records of policies for compliance and reference.