

NORAH FAYEZ

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ABOUT ME

I seek to join a distinguished team in the field of (finance - insurance and risk management) where I can develop my skills, gain experience, work hard and contribute to the success of projects.

EDUCATION

- *Imam Abdulrahman Bin*

Faisal University.

- Applied college

Specialization of Finance

sciences (Insurance and risk Management)

Graduation year: 2025

SKILLS

- Ability to work with a team
- Ability to use Excel
- Problem solving skill
- Financial analysis
- Database management
- Customer service

LANGUAGE

- English
- Arabic

EXPERIENCE

Training at Raqi Real

Estate

My responsibilities are in the sales department:

Writing expense reports for projects - Monthly

invoices for insurance projects - Creating

customer contracts - Customer service

Training at King Fahd

Hospital, Insurance

Department

1. Registering patients through the hospital system, creating a health insurance policy for the patient, entering the required data, and verifying it through CCHI and Trakcer
2. Working on the MDS file, and arranging it in Excel and being a reference, then sent to insurance companies in order.
3. Patient invoices are issued and added to the patient file via TrackCare, thus we collect patient files
4. Printing and radiology services

TRAINING COURSES

- Customer service
- Workshop on health insuran.
- Applying insurance claims amounts to Excel.