

Waleed Abdullah Abbas Mahjoob

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 Kingdom of Saudi Arabia

CAREER OBJECTIVE

To leverage my extensive experience in sales, insurance, and human resources to contribute to a forward-thinking organization. I seek to drive business growth through strong negotiation, client management, and operational analysis skills, while continuously enhancing my professional capabilities.

EDUCATION

Bachelor of Science

- College of Economics and Administration
- Business Administration - Management Information Systems | 2009

WORK EXPERIENCE

- Sales Representative for Small and Medium Enterprises at Walaa Cooperative Insurance Company from August 2024 to December 2024.
- Point of Sale Officer at Salama Cooperative Insurance Company from August 2015 to July 2024.
- Personnel Manager at Ali Mohammed Hantosh Contracting Establishment from November 2012 to June 2015.
- Administrative Coordinator for the Regional Management at Saudi Gulf Company for Environmental Protection (SEPCO) from February 2012 to November 2012.
- Personnel Manager at Ali Mohammed Hantosh Contracting Establishment from April 2006 to March 2011.
- Receptionist at Al Bustan Hotel from November 2005 to February 2006.

PROFESSIONAL LICENSE

- Insurance Fundamentals Certificate

PERSONAL SKILLS

- **Insurance & Sales:**
- Types of Insurance
- Anti-Money Laundering & Terrorist Financing
- **Career Development:**
- Influence & Persuasion Skills
- Mastering the Sales Process
- Managing Successful Meetings
- Train-the-Trainer Program
- **Cybersecurity:**
- Internal Fraud Prevention
- Ransomware Protection
- Wireless Network Security
- Data Handling & Safety

- **Technical:**
- Microsoft Excel (Advanced)
- Management Information Systems
- **Administrative:**
- Human Resources Management
- Operations Management
- Customs Operations

PERSONAL SKILLS

- **Negotiation & Client Management**
- **Team Collaboration**
- **Organizational Analysis**
- **Knowledge of Social Insurance Regulations**

TECHNICAL SKILLS

- **Word**
- **Excel**
- **Powerpoint**

LANGUAGES

- **Arabic: Native**
- **English: Good**