

Sara Abdullah Alohamed

INSURANCE

✉ sara.alohamed@hotmail.com ☎ 0542368199 📍 Saihat 🇸🇦 Saudi

PROFILE

I hold a Diploma in Insurance from Imam Abdulrahman bin Faisal University and I am seeking an opportunity in the insurance field within a reputable organization where I can develop my skills, gain professional experience, and contribute positively to the organization.

EDUCATION

Imam Abdulrahman Bin Faisal University 08/2019 – 08/2022
HIGHER NATIONAL DIPLOMA Qatif
Focused on insurance principles, risk management, and industry fundamentals.

PROFESSIONAL EXPERIENCE

ALMESWAK MIDICAL GROUP 08/2024 – Present
MEDICAL INSURANCE COORDINATOR Dammam

- Verify patients' insurance eligibility and coverage.
- Coordinate and communicate with insurance companies when needed.
- Assist insured patients from registration until completion of their visit.
- Prepare and submit monthly insurance claims to insurance companies.
- Ensure accurate documentation of patient and insurance information.

CLINIC NINE 11/2023 – 08/2024
Reception Dammam

- Welcomed patients and managed front desk operations.
- Opened and organized patient files for the attending doctor.
- Verified patients' insurance eligibility and coverage.
- Scheduled appointments and coordinated patient visits.
- Maintained accurate patient records and ensured confidentiality.

Qatif Central Hospital 06/2022 – 08/2022
INSURANCE OFFICER - TRAINING Qatif

- Arranging insurance company claims
- Warranties Check
- Archive claims before sending them to the insurance company