# Summary

While working as an administrative for more than years and handling clients especially in the insurance field, I have acquired many skills as well as personal qualities that are extremely useful. I am extremely motivated, personable and detail-oriented, which is vital while pursuing a career as an administrative professional. I am flexible and versatile while able to maintain a sense of professionalism under pressure, I am also well versed in resolving a wide range of many type of insurance policies issues as well as client problems and inquiries.

The skills and qualities have developed are proven to be invaluable, as well as assist me in learning new skills and qualities extremely fast and to the best of my abilities. I would love to be working as an Executive for significant length of time. I would like to expand my experience and gain new knowledge base and skill set significantly.

# Professional Work Experience

**January --- – Present**

**United Insurance Company – UAE - Abu Dhabi**

**Receptionist /Secretary**

* Answer phones and operate a switchboard.
* Route calls to specific people.
* Answer inquiries about company.
* Greet visitors warmly and make sure they are comfortable.
* Schedule meetings and conference rooms.
* Coordinate mail flow in and out of office.
* Coordinate office activities.
* Gather personal and insurance information.
* Hand out employee applications.
* Arrange appointments.
* Send email and faxes.
* Collect and distribute parcels and other mail.
* Update appointment calendars.
* Schedule follow-up appointments.
* Generate Quotations for the General Risks
* Discuss the Rate, Premium and Benefits with Brokers / Direct Clients ( Medical Insurance )
* Generate The Policy wordings and generating development reposts indicting the lost business due the competitive rate / Benefits.

## January 2011 – September2013

**Cham Palace Hotel" at Damascus – Syria**

**Accountant./ Secretary**

* Daily Office work activities.
* Preparing/updating of slips/ cover letter.
* Issuing invoices, Accounting and reconciling.
* Generate Invoice / Placing slips.
* Generate the payments reports
* Compensating outstanding premiums from the claims
* Follow up with the Global/Local Clients for the due installments.
* Reporting to the Finance Manager.

## August 2010 – October 2010 Tartous – Syria

## Teacher Grade 6

Daily office activity.

* Generate medical reports /operations note and sick leaves
* Introduce /Educate the Doctors to the Transcription system.

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**October2009\_ October 2010**

Daily bank activity

* Internal Auditor in deposit accounts at the Bank of Credit Syria
* Statistics deposits and investment certificates

# Qualifications

**Education**

* The equivalent of G.C.E advance level certificate (Baccalaureate).
* Statistical Institute / Lattakia University

**Trainings**

* English Development courses in Al-Sham institute.
* Managing & Operating PC computer and MS windows Software’s (ICDL Certificate)

# SKILLS

 • Excellent Spoken and written communication (English /Arabic)

 • Fast typing on the computer's keyboard (Arabic\English).

 • Abilities and skills to supervising, leading and managing the work & staff.

 • Adaptability and loyalty

 • So creative at work, and have ability to acclimate with the teamwork.

 • Ability to solve and find the best solution for any problem.

 • Making effective Presentation

**Personal Information**

* **Nationality** – Syrian.
* **Date of Birth** – Safita, 1989
* **Marital Status** – Married



**Gulfjobseeker.com CV No:** **1506774**