# CURRICULUM VITAE



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**Gulfjobseeker.com CV No:259435**

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**Objective:-**

To obtain a position in a company where I can utilize my administrative and analytical skills and acquire new abilities

**Highlights and Qualifications:-**

* Positive attitude towards work
* Upbeat personality, smart and responsible
* Self-starter, sincere & committed person
* Quick learner Responsible team player
* Systematic, Focused, Dedicated & disciplined
* Trust worthy hard working and ability to work under pressure

**Work Experience:-**

**Motor claim**&**Recovery Executive: JANUARY 2012 till December 2014**

**GATEWAY INTERNATIONAL ASSURANCE L.L.C.**

Settling invoices, credit notes ,arranging motor recovery documents , dispatching& filing

* Issue Debit/Credit notes
* Issuing reports regarding recovered claims from other Insurance companies
* Taking photocopies and filing the documents
* Arranging courier service
* Issuing monthly reports
* Delivering of Recovery documents to the insurance companies.

**Office Assistant:** FEBRUARY 2011 - DECEMBER 2011.

**NASCO KARAOGLAN INSURANCE COMPANY**

**Job duties:**

* Delivering of Recovery documents to the insurance companies.
* Arranging courier service
* Handling the reception if necessary
* Taking photocopies and filing the documents
* Checking and managing stationery and kitchen stocks
* Attending to guests.
* Serving tea/coffee.
* **Education:-**
* **S.S.C. passed through Goa Board**
* **Additional Education:-**
* **Microsoft office, Excel, Ms word,( office outlook)**

**Personal Details:-**

**Date of Birth** 18/12/1990

**Language known:**  English, Hindi and Konkani.

**Marital Status:** unmarried

**Gender:** male