**SOLITO**

Dubai, United Arab Emirates

Email: solito.269408@2freemail.com

**CAREER PROFILE**

A cadet civil engineer in the civil engineering construction field who shifted career as an Independent Loss Adjuster/Surveyor mentored by the hands-on and diverse experience in the field of insurance property loss adjustment industry in the Philippines for the past several years and lately boosting loss adjustment practice in the Kingdom of Saudi Arabia.

**SKILLS AND EXPERTISE**

* Substantial exposure and experience to handle cases/claims against the three major (3) branches of insurance Fire and Engineering, Motor & Casualty and Marine policies from lodgement to settlement.
* Ability to carry out site inspection, risk assessment and damage surveys, thorough investigation, loss and damaged assessment, quantification and determination of value and loss, liaising with all the parties involved, requesting/scrutinizing and necessary verification of pertinent claim documents, claim valuation, negotiating cost of repairs and settlement offers, discussing and establishing liability, insurance policy comprehension and comprehensive reporting.
* Considerable experience in handling claims on various vertical and horizontal construction projects, manufacturing and industrial plants.
* Possesses a good understanding in construction project drawings and designs and ability to render detailed repair and reconstruction cost estimations and to carry out project implementation.
* Can work/function effectively either independently or in a teamwork environment and possesses an exceptional flexibility in dealing with an interpersonal style;
* Ability to work on many projects and loss claims simultaneously, excellent in English in both oral and written communications and proficient in MS Office suite of application; and
* Has attended some seminar and workshops, i.e. CLAIMS SEMINAR for Motor Car and Casualty Claims, OVERVIEW OF FIRE INSURANCE- Principles and Practice, FIRE INSURANCE- Technical Principles and Claim Practice, BUSINESS INTERRUPTION SEMINAR, MARINE INSURANCE;

**EDUCATIONAL ATTAINMENT**

Bachelor of Science in Civil Engineering - (Graduated)

University of San Jose-Recoletos, Magallanes St., Cebu City, Philippines

**PERSONAL DATA**

Date of Birth : June 19, 1968

Sex & Marital Status : Male and married

Religion : Christian

Citizenship : Filipino

Language Spoken : Filipino, English

**EMPLOYMENT HISTORY**

**Loss Adjuster/Surveyor** : **SOULAT LOSS ADJUSTING AND SURVEY CO. LTD.**

 **Jeddah, KSA** - November 2015 - January 2016

***Key Duties and Responsibilities***

* Handle various risk assessment and damage surveys, claims, losses and carry out necessary site inspection and investigation and render risk and damage assessment reports and quantifying the loss and appraisal of value and extent of loss;
* Request, verify and scrutinize submitted pertinent claim documents and discuss liability aspect of the covering insurance policy and negotiate, recommend denial and/or approved settlement offers;
* Liaising and communicating with the Insured’s/TP claimants/clients, brokers, salvage buyers and practitioners and preparing, compiling and submitting reports to clients/principals on the status of the claim from time to time until the same is finally settled; and
* Prepare correspondence, valuation and interim reports, request and denial letters and discussing rejections with clients;

**Manager-Vismin Operation/** : **UNIFIED ADJUSTERS & SURVEYORS (FAR EAST), INC.**

**Loss Adjuster/Surveyor**  Cebu Branch Office, Cebu City, Philippines  **-** March 2014 - August 2015

***Key Duties and Responsibilities***

* Manages assigned claims while meeting company standards and quality, including to conduct thorough investigations; determining coverage and validity of claims, interviewing and corresponding with claimants and witnesses; inspecting claim sites, preparing and editing reports and negotiating settlements;
* Educate, enhance and contribute to the organization’s success in the field of property loss adjustment, marine & casualty, and providing objectivity and integrity in inspecting and handling insurance claims;
* Initiate local marketing of the branch, attends professional and social events, and develops new business accounts and assists with collection of accounts receivables for assigned claims and assist in the development and effective marketing strategy of the Company; and
* Maintains an excellent working relationship with existing clients to further develop business relationship and services and handle various surveys and insurance loss adjustment claims and losses;

**HENRY HUNTER BAYNE CO., INC. –** Cebu Branch Office, Cebu City, Philippines

**Branch Manager/**Loss Adjuster/Surveyor:October, 2008 - September, 2013

**Acting Manager/**Loss Adjuster/Surveyor: January, 2008 – October, 2008

**Assistant Manager/**Loss Adjuster/Surveyor : January, 2002 – December, 2007

**Supervisor**/Loss Adjuster/Surveyor : August, 1997 - December, 2001

**Line Fire Loss Adjuster** : May, 1994 – August, 1997

***Key Duties and Responsibilities***

* Maintain accurate record guidelines, standards and procedures and efficiently manages the billing for the assigned files, within specified timelines and maintain an excellent working relationship with existing clients to further develop business relationship and quality service;
* Provision of technical advice to fellow adjusters/surveyors, external counsel and expert, in respect of policy liability and/or subrogation issues;
* Handle property appraisal and attend various losses and claims to the incident site, surveys and carry out inspection and thorough investigation, agencies (governmental and/or commercial) and other concerned agencies; and
* Regularly liaise and report to the Principal with the Insured or Third Parties on the progress/status and claim settlement, and other insurance practitioners regarding circumstances, damage, cost and cause of loss including detailed assessment and reporting of settlement options, denials and recommendations;

**Cadet Engineer/Estimator** : **ARCHT. ERNIEL O. ROSELLO & ASSOCIATES**

 Cebu City, Philippines

 November, 1991 – March, 1994

***Key Duties and Responsibilities***

* Supervising various building construction projects, i.e. commercial and residential buildings, tender cost estimates (BOQ), liaising with clients, processing of building permits & taxes and order of construction materials and other works assigned;
* Supervising and counselling junior or trainee engineers; and
* Observe and implement safety requirements;