**Arian T. Manalastas**

**Career Objectives**

I would like to pursue a career where I can be given a chance and opportunities to apply, develop and enhance my skills and knowledge & to be able to make a difference & create essential contributions to the best of my abilities in line of my chosen field, where I can share my attribute to contribute to the growth & success of the company.

**Career Highlights**

**Junior Officer – Medical Department**

**Elite Insurance Broker - Dubai**

**January 2016 to July 19, 2016**

* Attends to inquiries from clients and sales person regarding their request for Individual/Family Care and Group Medical Insurance cover.
* Preparing Broking slips for new/experienced groups before seeking quotes.
* Negotiating Premiums for the best premiums/terms with insurance co.
* Preparing quotation for Individual/Family Care Plans for clients.
* Preparing comparison of benefits and premiums for DHA/SME/Group Medical Plans before sending quotes to clients.
* Handles, processed medical cards to be dispatched to clients.
* Process policies and medical cards for confirmed quotes for individual plans.
* Provide informal underwriting training as required from time to time to less experience underwriting personnel.
* Meeting prospect clients if necessary.
* Maintenance and filing of all documents
* Updating the quotation report with all new quotations and confirmed policies.
* Update production report on weekly basis, and confirm that all policies issued are entered properly in the system.
* Prepare due renewal policy list on monthly basis.

**Junior Officer – Motor Department**

**Elite Insurance Broker - Dubai**

**June 2015 to December 2015**

* Supervising the Motor Department daily operation and production
* Excellent communication, problem solving , multi tasking and resources management skills
* Ability to work under pressure with a calm attitude to avoid any errors.
* Providing best available Motor Insurance Quotations to customers and sales agents.
* Attending telephone enquiries for motor insurance.
* Issuing of Motor Policies and Certificates thru Online Portal of company's partner insurance companies.
* Handling Motor Accidental Claims
* Participate in corporate client meetings.
* Responsible in record keeping for policy issued.
* Issuing of Debit and Credit Notes for client.
* Responsible for releasing of renewal terms and necessary follow ups.

**Medical Claims Processor**

**Elite Insurance Broker - Dubai**

**February 2015 – May 2015**

* Processing of the request for medical claims of the client
* Handles medical documents and claim documents of clients.
* Checking complete documents attached for medical insurance requirements & claim reimbursement of clients
* Record keeping and claims processing.
* Endorse all documents /files of client for medical cards and claims processing to Insurance Company
* Emails letters with attached documents of clients to the Insurance Company
* Follow-up medical claims settlement from the Insurance Company
* Assist clients for quick Pre Approval of medical treatment.
* Ensuring a prompt response to claims to the best interest of the client.

**General Insurance – Coordinator**

**Quest Insurance Brokers LLC**

**Dubai UAE**

**April 2007 – March 2014**

* Gather information from potential client, and assessing their insurance requirements.
* Handles and prepares all types of correspondence preferably for PAR, FIRE, CAR and other Non Life Insurance enquiries of prospect and existing client.
* Handles and Prepare (broking slip) for seeking quotation from Insurance Companies after evaluating the risk to be insured.
* Prepare quotations or comparison of insurance coverage required for CAR, PAR, and Fire Insurance.
* Can issue Property, TPL and WC for SME group thru online Portal of AIG and Oman Ins)
* Can issue Marine Insurance Certificates thru online facility provided by our Insurance Partners. (Oman, Cargo Pass- Dubai Ins.)
* Attends to inquiries from clients regarding their request and for all kinds of Insurance at times when no one attend the enquiry.
* Administrative tasks such as paperwork, keeping detailed records using insurance brokers system.
* Organizes efficient filing system to facilitate rapid access & retrieval for General Insurance Dept.
* Maintenance & safe custody of all secrecy of confidential files.
* Handles request for amendments, endorsement, cancellation and renewals of policies as per client
* Maintaining high level of work ethics with regards to the rules and regulations.
* Building and maintaining ongoing relationship with clients and insurance companies, scheduling and attending meeting, understanding the nature of clients businesses.
* Ensuring clients understand those terms and extent of cover provided in line with industry regulations.

**Trainings / Seminar / Assessment Attended**

**Marine Insurance – Web Access *-*** Sponsored by Oman Insurance

Company Office – Al Wasl Business Centre Port Saeed.

**Motor and Marine Insurance – Web Access *-*** Sponsored by Arab Orient Insurance Company

Avenue Building - Port Saeed Rd. Dubai UAE

**Union Insurance – Clements – Life Insurance Seminar –** Elite Insurance Broker Conference

Al Wasl Business Centre – Port Saeed Dubai UAE

**Professional Indemnity Insurance** – Sponsored by Arab Orient Insurance Company

Ballroom – The Rotana Hotel, Airport Road Dubai UAE

**Academic Background**

**Bachelor of Science in Commerce**

University of the Assumption

San Fernando, Pampanga Philippines

1995- 1999 (March 28 1999 graduated)

**Computer Skills / Special Skills**

* Computer Literate
* MS Office Applications
* MS Office Outlook - Internet & E-mail
* Fluency in both oral and written English language
* Excellent Communication & Interpersonal skills
* Self motivated & with Initiative
* Efficient in work related matters & communication

**Personal Details**

Date of Birth : 03/08/1978

Nationality : Filipino

Languages : English, Tagalong

**Job Seeker First Name / CV No: 1826220**

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