**NOOR**

**Noor.320088@2freemail.com**

**Career Objective:**

 Looking for a suitable and challenging position in organization, which I could develop my personal abilities, skills, and strength for the strength for benefits of the company and my own. I am hardworking, time organized, honest & can adjust in any environments.

**Job Experiences:**

**Motor Underwriter** – Al Shorafa Insurance Company – Dubai, UAE May-2015 to Still Present.

Job Description:

* Responsible for the delivery of an efficient case underwriting service to brokers.
* Deciding whether applications for insurance should be accepted.
* Communicating with and reporting to insurers on a regular basis.
* Acting as a technical referral point for less experienced underwriting team members.
* Collecting information from prospective clients.
* Identifying the customer’s insurance needs.
* Monitoring the ongoing performance of accounts.
* Handling mid-term underwriting adjustments.
* Advising customers and brokers alike on underwriting matters.
* Extensive knowledge of the general and underwriting insurance market.
* Taking a proactive approach to the resolution of queries.
* Understanding of liability underwriting.
* Superb telephone manner and inter-personal skills.
* Highly developed organizational and planning skills.

**Warehouse Assistant** ­– Almarai Dairy Company – Saudi Arabia, KSA. April-2013 to April-2015.

Job Description:

* Receiving, checking, and storing incoming goods.
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
* Picking and packing products.
* Selecting space for storage and arranging for good to be placed in the designated areas.
* Making sure that all inventory processes are completed on the same day.
* Labelling goods that have arrived at the warehouse.
* Welcoming and helping clients who visit the branch.
* Moving and organizing stock.
* Supervising the work of junior staff.
* Storing stock away safely.
* Removing hazardous products from the warehouse.
* Signing off and replenishing stock.
* Using mechanical handling equipment i.e fork lift trucks to move goods around.
* Monitoring stock levels.
* Accurately updating all data into computer and manual recording systems.
* Delivering excellent customer service to clients who visit the warehouse.
* Physically fit and able to lift and move heavy packages and objects.
* Ability to follow processes and procedure accurately.
* Experience of specialist stock tracking software.
* Strong problem solving skill.

**Machine Operator** – Almarai Dairy Company –Saudi Arabia, KSA. July-2012 to March-2013.

Job Description:

* Introduced “Safety First”, a special procedure of handling dangerous machinery based on standards that every employee needs to follow.
* Handle startup and shut down duties pertaining to packaging equipment at the beginning and end of each shift.
* Perform regular and preventative maintenance on packaging machines to ensure optimum work cycles.
* Responsible for packaging integrity and quality checks on each packaging order.
* Monitor correct product weights and ensure that they are maintained throughout the shift
* Handle/discard waste that packaging machineries edict in a safe manner.
* Educate workers on exercising caution to avoid accidents and prevent injuries.
* Assist in developing SOPs and handle reviews of manufacturing batch records.
* Tend to packaging machines by using appropriate controls to package different items.
* Load and unload items into packaging machines and remove rejected packages to be isolated as surplus.
* Reset machines following malfunctions or need for repeated cycles.
* Secure packaged items by gluing, tying,stapling or attaching fasteners and sort, label, grade and inspect packaged products.
* Stack packaged items in storage areas or on delivery pallets using jack pallets or forklifts.
* Create daily reports regarding packaged products and storage and delivery orders.
* Oil and make minor adjustments to packaging machinery such as opening valves.

**Managing Partner** – ST Courier Service Center – India, Aug-2008 to July-2011.

Job Description:

* Load and unload a delivery truck through a variety of mechanisms.
* Ensure documents are delivered and entered accurately.
* Perform mailroom duties.
* Coordinate of incoming and outgoing mail.
* Communicate with main office through a mobile device.
* Operate vehicle for the delivery of mail, supplies, products and materials.
* Maintain route supply inventory to ensure prompt delivery of products to customers.
* Provide basic customer service by giving required information.
* Maintain delivery records.
* Deliver a wide variety of items to different addresses and through different routes.
* Follow route and time schedule.
* Ask for feedback on provided services and resolve clients complaints.
* Collect payments.
* Inform on new products and services.
* Complete logs and reports.

**Customer Support Engineer** – Intel’s IT Academy – India, July-2006 to June 2007.

Job Description:

* Installing new IT systems.
* Upgrading existing hardware and software.
* Visiting home users to set up their PCs or fix faulty equipment.
* Testing systems to make sure that they are working properly.
* Servicing printers, scanners and other office equipment (known as peripherals).
* Preparing cost estimates for new installations.
* Carrying out routine administration, like organizing staff rotas.
* Maintenance and repair of IT equipment.
* Hardware and software installation.
* Basic networking.
* Goods communication and customer service skills.
* A patient and organized approach.
* A willingness to keep up to date with IT developments.
* An awareness of electrical safety issues.

**Education Qualification:**

* **Bachelor of Computer Application (BCA)** in Alagappa University of Thiruvarur, India. During the year 2008 to 2011.

**Technical Qualification:**

* **Post Diploma in Hardware Technology and Networking** in Tiruchirappali Regional Engineering College – Trichy, India. During the year June 2006 to July 2006.
* **Basic Electronics and GSM Phone** in Decibel Institute of Electronics in Trichy, India. During the year Aug 2007 to Sep 2007.

**Personal Details:**

Date of Birth : 30.06.1986

 Sex : Male

 Religion : Islam

 Marital Status : Married

 Nationality : Indian

 Languages Known : English and Tamil

**Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge.