JONAH

[JONAH.364607@2freemail.com](mailto:JONAH.364607@2freemail.com)

**Objective**

Seeking position **as Underwriter – Non Motor (Fire & Genral) & Medical Insurance./ Insurance Coordinator. Insurance Claims Executive** with a reputed company such as yours. To be part of your company in promoting quality and excellent service that would give customer satisfaction. I would like to work for the best of the company’s goal and objective. And Self Worth. To be competent among others, highly motivated and respected by others in the field of work and in life.

**Profile Summary:**

* A dynamic Professional with a commitment to Excellence, with almost 9 years of experience in UAE Insurance Industry and more than 10 years in Philippine Banking industry
* With Multi tasking ability, proven to manage multiple tasks both in Technical, Cash & Accounting & Admin matters at level best
* With high level of integrity and high consciousness to Accountability
* Team Spirit and can work with diverse group(s) of people

**Areas of Expertise:**

* Underwriting Skills – Fire & General/Medical Insurance Policies
* Cashiering Skills
* Communication/Interpersonal Skills
* Computer Skills

**Employment History:**

* **Underwriting Executive, Non Motor (** Fire & General Accident Dept) /Medical Insurance Dept. - National General Insurance Sharjah , UAE – September 2014- up to now
* **Underwriting Assistant ,** National General Insurance Sharjah, UAE -September 2011- August 2014)
* **Branch Coordinator Cum Cashier ,** National General Insurance Sharjah, UAE -August 2008- August 2011)
* **Junior Branch Operations Officer** , Peninsula Bank,1998, Davao City, Philippines

February- 1998 - June,2008

**JOB DESCRIPTION:**

* **Job Profile as Underwriting Executive** Fire & General Accident Dept) /Medical Insurance Dept National General Insurance Sharjah , UAE – September 2014- up to now
* Identify the insurance requirement and Evaluate/Underwrite the application/proposals submitted according to the risk of insurance and the possibility of probable claim(s). Either decide to accept or decline the proposal such as: Properties, Engineering, Casualties, Miscellaneous Classes, Marine, Medical Malpractice, Travel Insurance and all classes of General Insurance Policies.
* Issue New Policies and Renew/Endorse/Extend Insurance Policies as per company policies, guidelines and procedures and ensure government requirements are strictly implemented and complied on all classes of General Insurance.
* Issue Medical Policies for Next Care & FMC Policies/ Assist in Medical Insurance Underwriting & Inquiries
* Attends to all emails regarding Non Motor Insurance inquiries/request/ premium rates/ follow-ups receive from clients, brokers and sales staff.
* Prepares the full Policy schedule up to Finalization
* Service provided to sales and marketing staff in all lines of Insurance Products

**Job Profile as Underwriting Assistant (General/Medical & Dept.) (**September 2011- August 2014)

* Provides Support to General Insurance & Medical Insurance & Life Dept.
* Does the initial underwriting of Insurance Applications for Motor, General & Medical and Life Dept and provide respective PIN Nos. of each application. Call customers for the needed documents and relevant information needed.
* Assist the Underwriter for the General &Medical Policies ( on Fresh Policies, renewals, extensions and endorsement, quotations and Certificates and dispatching of various Policies
* Assist in the filing of the full documentation of various General Policies & Medical Insurance Policies
* Records/Submits Claims to HO with complete requirements
* Submits Medical Insurance Applications/ various documents/requirements to HO and dispatch Medical Cards accordingly
* Prepares Monthly Renewals, Facultative Reports and all other Reports required by the Management Service provided to clients, brokers and marketing staff in all lines of Insurance
* **Job Profile as Branch Coordinator cum Cashier (** August 2008- August 2011)
* Responsible for issuing receipts on all the payments/collections made for cash, checks & credit card payments for Life, Motor, General & Medical Insurances premium received at daily rest.
* Responsible for balancing day end collection both in Cash & Checks and turn over to the Officer daily, prepares deposit slip .
* Maintain branch petty cash and its replenishment.
* Records and dispatched commission cheques and claim cheques accordingly.
* Records & updates Post Date Cheques for payments daily.
* Managing Accounts Receivables (Brokers payments and branch Sales Team)
* Prepares the monthly brokers and Agents Statement of Accounts & dispatches the same accordingly.
* Attend attentively to telephone calls and emails and disseminate correspondence to respective Agents/employees, in charge to the branch ingoing & outgoing correspondence & parcels /documents.
* Handles Administrative functions in the branch
* Keeps and protects all company documents, supplies, records and classified files & Contract Files
* Acts as custodian of all company properties which includes, accountable forms, office supplies, and is responsible for the care, replenishment and safekeeping of the same.

**Junior Branch Operations Officer** , Peninsula Bank,, Davao City, Philippines

February- 1998 - June,2008

* **Job Profile as Junior Bank Operations Officer /Branch Banking Accountant (Peninsula Bank, Davao City, Philippines (February- 2008, June,2008)**
* Responsible for the Branch Accounting Operations. Act as Clearing Officer ; maintenance of branch book of accounts and balancing day-end transactions ( front & back office transactions), Conducts Cash Count and Spot Audit on Cash matters,
* Prepares and analyze accurate Central Bank Reports, Financial Statements, Bank Reconciliation Statement, Branch Performance Report and all other reports required by the management. Knowledgeable in General Accounting such as General Ledger Posting, Bookkeeping, Account Analysis, Journal Entries and Reconciliation, Cost and Expense Control.
* Handled Inward & Outward Foreign & Local Remittance(s)
* Handled Clearing of cherubs, Customer Service and Teller Post

**Educational Qualification:**

College Holy Cross of Davao College, Davao City

Bachelor of Science in Commerce Major in Marketing - October 1995

Achievements/Affiliations: - Deans Lister /Honor’s List

* School Publication Staff Writer
* Grant – In – Aid Scholar

Trainings & Certificates: Available at Hand

**REFERENCES:** Available Upon Request.

I hereby certify that all information(a) herein are true and correct.