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**V**

NAWAB

Contact: C/o 506425478

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**Objectives**: **To secure a challenging, responsible and rewarding position in a professional organization that offers growth potential, career advancement and constant challenges.**

**Personal Profile:**

Date of Birth : 25-12-1988

Maritial status : Single

Nationality : Pakistani

Domicile : Karachi (Sindh)

**Education:**

**Degree Year Name of Institute**

* Matriculation (Commerce) 2006 Matriculation Board,Karachi
* Intermediate(Commerce) 2009 Intermediate Board, Karachi (Govt. National College)
* B-Com 2014 University of Karachi

**Computer Skill:**

* Computer Certified Course from “ *Aptcom Institute*”
* MS Word, MS Excel Excellent & Soft presentation Average.
* Worked on ”*ORACLE* ” in 2009 & on “*GIS* ” Web Base system currently

**Experience:**

* + ***Askari General Insurance Co. Ltd***,

Worked as ***Marketing Officer*,**

From March 2008 to December 2009(Karachi Branch).

Worked as ***Operation Assistant,***

InClaim Dept. from January 2009 to October 2010 (Karachi – I Branch)

HandledMotor Claims & its Correspondence

* + ***United Insurance Company Limited of Pakistan***.

Worked as ***Operation Assistant***,

From Oct 2010 to Feb 2013. Handled of all marine, fire, motor & miscellaneous claim analyzing & settlement in a cost effective manners,In the absence of Underwriting Department also handle all underwriting matters.

* + ***International Consumable Good & Co***.

Presently working as ***Admin Excecutive*** ,***(Makkah Station, Saudia Arabia)***

**IFCG** is a food manufacturing and Distribution Company that provide Camp Management service (Food, Laundry & Housekeeping services).

Working From March 2014 Health & General insurance correspondence.

Follow up with Hospitals in regards of Medical reports, Proceed Bills and maintain record for Station employees cordination with insurance companies regarding reimbursement of billings and insurance claims and quarries, also with head office in certain matter.

**Skills & Responsibilities:**

* Handled of all Fire, Motor, Maine and Miscellaneous claims.
* Coordination with the surveyors till the finalization of their survey reports.
* Coordination with the Head Office & all Concern branches in respect of

Their claims & queries.

* Maintaining file records & Claim record register on system.
* Corresponding & dealing with the clients & responding to all their queries

and Complaints efficiently and promptly

* Handled of Policies & C/Notes in Motor Underwriting, Corresponding

 documentations & Letters i.e. Quote the rates, making policy, meet with

 clients & Head Office, if it necessary to visitthe client’s office.

**Interest & Activities:**

* Working on Computer, Browsing Internet, Reading Newspaper,

**Languages**

Urdu, English, Arabic