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| --- | --- | --- | --- | --- | --- |
|  | **Kashif** B.Com (Finance), Dip. CILA, Cert CII (Claim), IFCE | | | |  |
| Marital Status / Gender | | Married / Male | |
| Current Location | | Jeddah, Saudi Arabia | |
| Email | | [kashif.383305@2freemail.com](mailto:kashif.383305@2freemail.com) | |
| Mobile | |  | |
| Online Portfolio **Nationality** | | Pakistan | |
| **Profile Summary** | ***Highlight on Education & Experience:***  Holds ***graduate degree*** and having more than 20 ***years*** of experience in ***survey / Loss Adjusting*** in different locations.  Currently, I am Branch Head in Soulat Loss Adjusting & Survey Co. Ltd. Prior to this I have worked with various professional firms - namely McLarenns, Arabian Inspection Services (Lloyd’s Agency), IGI Insurance Ltd in Karachi Pakistan, I. Hussain Associates and Henderson International.  Further, I am a risk prevention consultant of various properties including hotels, malls & warehouses.  **Professional Skills:**   * Good Administration and Organization Ability. * Able to work discretely on sensitive matters maintaining confidentiality. * Abel to work under pressure * Time management * Meeting deliverables timeline/deadline * Good communication & interpersonal skill * Computer hands-on | | | | |
| **Experience** |  |  | | | |
|  |  |  | | | |
| ***Employer*** | ***Soulat Loss Adjusting Co. Ltd., Jeddah, KSA*** | | | | |
| ***Time Period*** | ***June2015 – Present*** | | | | |
| ***Job Title*** | ***Branch Head (Dammam)*** | | | | |
|  | ***Operational:***  *Liaise with Insurance / Re-Insurance company for the large and complex losses*  *Property Risk Survey (Hotels, Factories, Warehouses, Shopping Malls, Villa and various industries)*  *Casulty investigation*  *Motor Surveys*  *Fire Loss Investigation*  *EAR / CAR Surveys*  *Third Party Liability Surveys*  *Stevedoring Liability Claims*  *Cargo damage surveys (bulk / break bulk)*  *Containerize cargo damage surveys* | | | | |
| ***Employer*** | ***McLarens Young Saudi Ltd.*** | | | | |
| ***Time Period*** | ***Novemeber 2014 – June 2015*** | | | | |
| ***Job Title*** | ***Senior Marine Surveyor / Loss Adjuster*** | | | | |
|  | ***Operational:***  *Property Risk Survey*  *EAR / CAR Surveys*  *Fire Loss Investigation*  *Cargo damage surveys (bulk / break bulk)*  *Containerize cargo damage surveys*  *Ship’s loading / unloading supervision* | | | | |
|  |  | | | | |
| **Employer** | ***Arabian Inspection Services*** | | | | |
| **Time Period** | ***October 2012 – November 2014*** | | | | |
| **Job Title** | ***Cargo Surveyor / Loss Adjuster*** | | | | |
|  | ***Operational:***  *Property Risk Survey*  *EAR / CAR Surveys*  *Fire Loss Investigation*  *Cargo damage surveys (bulk / break bulk)*  *Containerize cargo damage surveys*  *Ship’s loading / unloading supervision* | | | | |
| **Employer** | ***IGI Insurance Ltd., Karachi, Pakistan*** | | | | |
| **Time Period** | ***December 2004 – September 2012*** | | | | |
| **Job Title** | ***Senior Claim Officer*** | | | | |
|  | ***Operational:***  *Responsible for handling of Health / Medical, Motor, Miscellaneous Marine export & Travel claims.*  *Also responsible for inspection of heavy damage / total loss vehicles (private/commercial/heavy)*  *Involved in claims pertaining to Hospitalization, Death Repatriation, OPD, Loss of Credit Card, Flight Delay, loss of baggage claim etc. some of which include translation of foreign languages.*  *Have prepared a manual system to maintain record of travel policies parallel to our web based system.*  *Part of new travel insurance products team, marketing and underwriting.*  *I possess good relationship with travel agents and often make visits with marketing team to update them with our latest products.*  *Maintain record of stolen and recovered vehicle.*  *Coordinate with recovery agents to obtain all necessary documents (Court & other government authorities) by the latest and have the vehicle brought to the premises.*  *Co-ordinate with all IGI branches and update them with their outstanding status so that the claims may be settled by the latest.*  *Prepare daily, weekly, fortnightly, monthly, quarterly & annual reports.*  *Update the web based IAP theft statistics report.*  *Prepare miscellaneous reports for IAP.*  *Prepare the Claims Committee Meeting presentation.*  *Property Risk Survey* | | | | |
| **Employer** | ***I. Hussain Associates (Pvt.) Ltd., Karachi, Pakistan*** | | | | |
| **Time Period** | ***March 2002 – November 2004*** | | | | |
| **Job Title** | ***Surveying Officer*** | | | | |
|  | ***Operational:***  *Cargo damage surveys (bulk / break bulk)*  *Containerize cargo damage surveys*  *Motor vehicle surveys* | | | | |
| **Employer** | ***Henderson International Pakistan*** | | | | |
| **Time Period** | ***June 1997 – January 2002*** | | | | |
| **Job Title** | ***Surveying Officer*** | | | | |
|  | ***Operational:***  *Brokerage of cargo*  *Preparation of stowage plan for multipurpose vessels*  *Preparation of port disbursement account for agency vessels*  *Condition surveys of vessels*  *Cargo damage surveys (bulk / break bulk)*  *On Hire / Off Hire Condition Surveys*  *Draft Surveys*  *Bunker Surveys*  *Containerize cargo damage surveys*  *Motor vehicle surveys* | | | | |
| **Qualification** | ***Academic*** | | | ***Professional*** | |
| *Bachelor of Commerce* | | | *Dip. CILA*  *Cert CII (Claim)*  *IFCE* | |
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| **Computer Skills** | * *GIAS (General Insurance and Accounting Software)* * *Sysflow & DMS* * *AS400* * *Microsoft Office Packages* * *Windows* * *Ms. Word* * *Ms. Excel* * *Ms. PowerPoint* * *Internet & E-mail* | | | | |
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