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**MOHAMED**

**Email :** Mohamed-393078@2freemail.com

Objective:

Intending to build a career with a leading corporate that operates in a operates in a professional environment and recruits committed and dedicated people. Willing to work as a key player making use of my technical skills, gathered during the years, with most commitment and sincerity, explore myself fully and realize my potential to continually learn and broaden my skills and eventually work towards the progress of the corporate

Education Qualification:

* Bachelor’sofScience and Education - 1998
* Metlife Training ( 2019 , 2018 )
* Hansard Training ( 2019 , 2018 )
* FPI Training - 2018
* Training course in British Council - 2017
* Customer service training course - 2016
* Special manager training course - 2016
* Certificate training program for marketing qualification - 2016
* ICDL – Version 5 – 2014

Career Experience:

* **From December1, 2018 to 18 May, 2019:Financial Planning Officer at Abu Dhabi Branch, UAE**
* Life Insurance
* Sell various types of insurance policies to businesses and individuals on behalf of insurance companies, including automobile, fire, life, property, medical insurance, or specialized policies, such as marine, farm/crop, and medical malpractice.
* Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person or property to be insured, and to discuss any existing coverage.
* Seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients.
* Explain features, advantages, and disadvantages of various policies to promote sale of insurance plans.
* Select company that offers type of coverage requested by client to underwrite policy.
* Attend meetings, seminars, and programs to learn about new products and services, learn new skills, and receive technical assistance in developing new accounts.
* **From February 2008 to 15 November 2018: Public Relations Officer at**

 **Dhabi, UAE.**

* Authorized representative of the company different government department in the Emirate of Abu Dhabi and outside, when needed.
* Renew, update and maintain all employees and their dependents, visas, labour cards and labour contracts in a timely manner to ensure that the company’s records and up to date in the labour and immigration departments.
* Renew emirates ID, all kind of visa and labour works.
* Renew and update all the company licensees with the insurance authority and other different government departments.
* Follow up with the traffic dept for various issues related to insurance.
* **From February 2005 to February 2008: Public Relation Representative atKaees General Transport, Abu Dhabi, UAE.**

Skills:

* Communication skills, both verbal and written listening.
* Multi-tasking and prioritizing analytical & problem solving.
* Service orientation.
* Relationship management at multiple levels with all stakeholders.
* Information technology areas – phone, Mobile, MS Office, Internet &Email.

Personal Information

* Name :Mohamed
* Date of birth : 14/02/1974
* Nationality :Egyptian
* Driving license :Valid ( U.A.E ) D/L

Declaration:

I am submitting this resume to get a suitable position in your prestigious organization. I assign that all given information according to my knowledge in absolutely right. I hope this resume will meet your approval. Your reply will be highly appreciated.