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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  |
| 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
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| **Experience** |  |  |
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| ***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* |
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| **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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