



Salah Mohammed Khair

Sex : 1983

Marital Status : single

Nationality : Sudanese

Place of Birth : Riyadh

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To Manager
Dear Sir,

I would like to forward my application for a suitable positioning in your esteemed organization. I have performed various clerical duties. I believe that my academic background and experience in various firms in Sudan and Gulf has equipped me with good analytic skills and strong communication ability. I have had the chance to work in diverse environments and this has helped in building my self-confidence, competence and maintaining a high standard of my personality and professional values. My eagerness to learn and commitment make me a determined and diligent worker. I am able to work independently and take pride in being an achiever. I enjoy interpersonal relations and find teamwork genuinely stimulating. I am enclosing my resume and look forward to the privilege of meeting you in person. Please do not hesitate to contact me for any further information.

Yours sincerely,
Salah Mohammed Khair

Objective

To obtain a carrier oriented position and responsibilities and challenging position in my domain where my experience accomplishments and my proficiency will allow me the opportunities for personal and professional growth.

Work Experience

1) WAFA FOR CO-OPERATIVE INSURANCE CO.

position :Insurance Policy issuance.

Aug 2012 - till present

Major Duties Responsibilities :

1. Modify, update, and process existing policies and claims to reflect any change in beneficiary, amount of coverage, or type of insurance.
2. Process and record new insurance policies and claims.
3. Review and verify data, such as age, name, address, and principal sum and value of property on insurance applications and policies.
4. Correspond with insured or agent to obtain information or inform them account status or changes.
5. Transcribe data to worksheets and enter data into computer for use in preparing documents and adjusting accounts.
6. Notify insurance agent and accounting department of policy cancellation.
7. Interview clients and take their calls in order to provide customer service and obtain information on claims.
8. Compare information from application to criteria for policy reinstatement and approve reinstatement when criteria are met.
9. Process, prepare, and submit business or government forms, such as submitting applications for coverage to insurance carriers.
10. Calculate premiums, refunds, commissions, adjustments, and new reserve requirements, using insurance rate standards.
11. Obtain computer printout of policy cancellations or retrieve cancellation cards from file.
12. Compose business correspondence for supervisors, managers and professionals.
13. Check computations of interest accrued, premiums due, and settlement surrender on loan values.

2) Tawuniya Insurance Co.

position : Sales Supervisor

Apr 2008 - Jan 2012

Major Duties Responsibilities :

1. Calculate premiums and establish payment method.
2. Call on policyholders to deliver and explain policy, to analyze insurance program and suggest additions or changes, or to change beneficiaries.
3. Confer with clients to obtain and provide information when claims are made on a policy.
4. Customize insurance programs to suit individual customers, often covering a variety of risks.
5. Develop marketing strategies to compete with other individuals or companies who sell insurance.
6. Ensure that policy requirements are fulfilled, including any necessary medical examinations and the completion of appropriate forms.
7. Explain features, advantages and disadvantages of various policies to promote sale of insurance plans.
8. Perform administrative tasks, such as maintaining records and handling policy renewals.

ACADEMIC QUALIFICATION

Bachelor of Business Administration - Sudan University of Sciences & Technology.

Professional certificates

1. Insurance Foundation Certificate Exam (IFCE). Feb 2013
2. General insurance Certificate - CII. Apr 2014

Languages

Arabic : Fluent , Spoken and Writing

English : Fluent , Spoken and Writing

SKILLS

- Excellent communication abilities and full of tact.
- Critical thinking and logical analyzing skills and acumen.
- High proficiency in analytical, statistical and mathematical evaluations.
- Self-motivated, with supreme and loyal dedication
- Astonishing team working and building skills.