

ABDUL RAHMAN

Mobile: +971 55 7653741

E: Mail: kavary289@gmail.com



SUMMARY:

To further expand my knowledge in **Account** field and be able to share my skills based on the different experiences acquired in the past employment.

CAREER OBJECTIVES:

A result oriented professional with proficiency and wide experience in Account and finance field. Adapt in interfacing with internal departments to ensure smooth flow of day to day business operations. I am resourceful in people management and maintaining healthy employee relations.

CAREER HISTORY:

Dubai Islamic Insurance & Reinsurance company P.S.C(AMAN)

Underwriting officer (June2015 – Till Date)

- Proactive and can offer solutions to improve works
- Assists other members of the department including Underwriters, Associate Underwriters in product line and/or technical knowledge and development
- Performs related duties as requested to include, report preparation, presentations, and special projects to assist in ensuring the success of the product line unit
- Provides significant input to the development of marketing plans, product analysis, services, geographic focus and broker intelligence. May review, evaluate and recommend modifications to underwriting guidelines
- Underwrites targeted new and renewal business of complex accounts by reviewing and analyzing insured's (or prospective insured's) loss history, financials, and other pertinent information
- Support and assist the department to develop agency model – handling clean cases underwriting
- Claims and survey experiences are added to my career.

Gulf Radiology &

Laboratory

Accountant (2012 –2014)

Responsible for performing a full range of accounting activities and functions, in particular financial budgeting, accounting and analysis reporting.

Duties;

- Preparing monthly financial statements.
- Writing up accurate and timely financial reports.
- Preparing journal entries complete with documentation for all transactions.
- Assisting in annual and monthly budget preparations.
- Working with tax accountants to provide information for tax returns.
- Carrying out any other administrative and operational duties as required.
- Reconciling cash advances on a monthly basis.
- Investigating any accounting discrepancies.

- Reporting on any outstanding invoices.
- Identifying and recording incoming electronic payments.
- Maintaining spreadsheets to accurately report on revenues and expenditures.
- Performing basic analysis of accounts and accruals.
- Counting and balancing petty cash at the end of each month.
- Ensuring that controls are in place to maintain the confidentiality of all financial information.
- Assisting with the hiring, training, and development of staff.

Emirates VM Elevators LLC (Free Zone)-Fujairah

Sales Representative (2009 – 2012)

Working in sales and marketing and coordinate with management team.

Arab Orient Insurance

Company Insurance Clerk

(1998 –2008)

Work Responsibilities:

- Handling Motor policy and Claims document controller.
- Interacting with brokers & Lenders and get the best interest rate for the borrower.
- Coordinating with third parties to get the best interest rate for the borrower.
- Preparing manuals for the department.
- Performing Quality check on the work done by other team members.
- Handling all escalations& resolving them before they get escalated to higher management.
- Motivating team in delivery, accomplishment of work within given time frame.
- Ensuring that the team meets or exceeds the standards in production and accuracy on a consistent basis.
- Monitoring work flow and delegate work accordingly in order to meet the compliance requirements.
- Take regular team meet to identify any communication gap/process update requirement.
- Improving the function to avoid errors, delays and improve efficiency.

African Airlines-

Sharjah Clerical Officer

(1994-1997)

- Distributing tickets to the agents.
- Collecting money from office and deposit in the bank.
- Purchase stationary and office maintenance.
- Arrange office parties.
- Prepare duty chart and flight schedule.
- Salary distribution to the staff.

OPERATIONAL MANAGEMENT

- Meticulously handling and measuring all contractual service Levels and taking corrective action when necessary.
- Timely coordination with in-house department to enhance product knowledge.
- Scheduling and monitoring all functions related to operations in coordination with other department.
- Revision of HRD standards in order to better the performance of the team as well as introduce changes to the incentive plan.

TEAM MANAGEMENT

- Motivating, training and monitoring performance of team members to ensure query resolution lead team is reduced and customer requirement is met.
- Planning team targets, defining quality for the same to achieve goals.
- Designing and promoting training modules to ensure proficiency in the business.
- Introducing various schemes and incentives for the employees resulting in motivation and increase in volume.

PROFESSIONALSKILLS:

Accounting knowledge, Insurance policy, Car Valuation, Policy approvals, Communication, Team work and guidelines.

PERSONALDETAILS:

Visa	:	EmploymentVisa
Nationality	:	India
PassportNo	:	L4994806
MaritalStatus	:	Married
Languages (WorkingKnowledge)	:	English, Hindi, Tamil, Malayalam& Arabic

EDUCATIONALQUALIFICATION:

- **Bachelor of Business Administrator(BBA) MonadUniversity**

ADDITIONAL QUALIFICATION:

- **Holding UAE Driving License No:3**
- **Holding Motor Cycle License.**
- **Diploma in Financial Accounting using Tally ERP 9**

REFERENCE:

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|------------------------|---|-----------------|
| 1. Mohamed Abdul Wahab | - | +971 50 4890809 |
| 2. Ayub | - | +971 50 2899106 |

I hereby certify that the above information is true to the best of my knowledge and can be substantiated with relevant documents if required.

ABDUL RAHMAN