

Amit Dubey

Dubai, UAE

Mobile No.: +971 050 3062796 | E-mail Address: amitpdubey@yahoo.com



CAREER OBJECTIVE

To contribute towards profitability and achievements of company's overall objectives by using my acquired skills & knowledge obtained through work experience

PROFESSIONAL EXPERIENCE

Company: Gargash Insurance Services Co. LLC, Dubai, U.A.E

Position: Sr. Customer Service Officer

Period: 3rd May 2010 till October 2019

Roles & Responsibilities-

- Handling of New Enquires/Renewals for various classes of insurance (especially Engineering, Liability & personal lines)
- Analyzing information of clients application and getting quotation on the clients requirement.
- Preparation of broking slips.
- Taking Quotations from various insurance company to create comparison at new placement & renewal time.
- Regular follow-up & negotiations with insurance companies to procure most competitive quotes.
- Liaison with nearly 15 insurance companies/few re-insurers.
- Handling of escalations & any endorsement requirement for a development in the current policy.
- Sending of Renewal Notices/No cover letters/Reminders to existing customers.
- Follow up with the clients/marketing executives/agents for new placement/renewals and ensure maximum retention/placements.
- Handled invoicing of policy document (New/Renewal/Endorsements).
- Monitor the dispatch of documents & appropriate letters according to the companies given guidelines.
- Coordinating with other inter departments for seamless policy administration.
- Follow up with client for premium payment and insurance companies for policy documents.
- Assisting accounts department in accounts reconciliation issues.
- Handling of Travel Insurance – (giving quotation, issuance of travel insurance, invoicing & policy dispatch) also liaise with client and claims department for smooth & faster settlement of claim)
- Ensure customer satisfaction by providing adequate support in the entire process till timely delivery of policy documents.

Rewards/Recognitions:

- Special Incentives from Management for continuing performance- (Recognized as Key performer for the period of 2014)
- Cash Incentives/Vouchers recipient for selling of highest travel insurance during
- Insurance companies promotion period (given by respective insurance companies)

Company: Damac Properties Co. LLC, Dubai, U.A.E

Position: Administrative Assistant

Period: 3rd April 2006 to 23rd December 2009

- Preparation of Weekly and Monthly Sales Reports/Registers.
- Reporting to Senior Sales Directors/VP.
- Manage & Supervise Daily, Weekly & Monthly Cash Statements.
- Lead and Supervise Sales Documentation.
- Verification and Finalization of Corporate and Individual Selling Agency Agreement.
- Responsible for Clients Financial records & Booking of all Sales.
- Attending phone calls from customers and providing feedback.
- Follow-up for collections of account receivables. Account overdue follow-ups.
- Handling Customer queries related to Purchase of Units/ after Sales services.
- Handling & Filing of all Correspondence between clients & internal dept.
- Maintaining all relevant customer related data in the system concerning Admin & Finance.
- Supporting Sales Team by providing them proper documents related to sale of property and providing marketing materials/brochures etc for closing the deals.
- Handling allocated Administration job. (Maintenance, Stationary, Purchase requisitions, Purchase order etc).
- Liaising with Finance, Agents, Legal & Contract Departments.
- Liaising with Admin Dept/HR Dept, regarding Visas, Labour cards, Health cards of Managers & Staffs.
- Handling of Petty Cash, Payment Collections related to Sale/ Installments of Units. (Post dated cheque/cash cheque/daily cash collection handling).

Rewards/Recognitions:

- Special Incentives recipient with continuing performance- [Recognized as the main coordinator for the International Property Exhibitions/Road Shows and Companies Internal Sales Promotions (DSF/DSS)]

Company: Polymath Consulting, Mumbai, India

Position: Office cum Account Assistant

Period: February 2000 to December 2005

- Coordinating with the seniors and Clients regarding the project work.
- Taking care of Documentation related to the project work.
- Data entry of Accounts in Tally package on daily basis.
- Handling of Petty Cash.
- Collection of Cheques/Cash from the Clients.
- Preparing & filling of Service Tax Challans>Returns.

- Preparing Monthly Invoices, Vouchers etc.
- Analyzing outstanding list of clients & Follow-up with them regarding overdue payments.
- Preparing Salary Vouchers, Cheques for the Staff.

Company: SkyLine Marketing, Mumbai, India

Position: (Sales Executive For Credit Cards of Standard Chartered Bank & State Bank of India)

Period: June 1999 to December 1999

- Selling of Credit Cards to the Prospective Clients.
- Short listing potential customers from the existing Data base of the Firm.
- Follow up with the Team Leader & Customers regarding pending Documents.
- Coordinating with the Team Leader & Colleagues for the achievements of the Monthly targets.

ACADEMIC PROFILE

- Bachelor of Commerce from Ramanand Arya D.A.V College.(Mumbai University) 1994- 1999.
- Licentiate Diploma (General Insurance) from Insurance Institute of India (2012)
- Diploma in E-Commerce from National Institute of Information Technology (NIIT)

PERSONAL PROFILE

Nationality : Indian
 Marital Status : Single
 Date of Birth : 30th October 1978
 Languages : English, Hindi & Marathi
 Driving License: Will be renewed asap, once visa is stamped (Expired on **06/01/2020**)
 Visa Status : Visit Visa (Valid till 05/08/2020)