



# WASEEM SAADEH

Insurance Industry expert

## Profile

Passionate and experienced professional with several years of experience providing strategic and practical support to achieve company goals. Bringing 12 years of valuable HR & insurance industry experience and expertise in identifying and implementing the most effective designs and services to maximize profitability and achieve success. Equipped with a diverse and promising skillset, conducive to adhering to the industry best practices.

## Employment History

### Insurance Manager at Eagle Electromechanical LLC

Apr 2012 — May 2020

- Handle all types of insurance (Medial, Motor, CAR, EAR, CPM, TPL, PI, etc.)
- Negotiating and coordinating with the insurance companies to get a new quotations and close deals, or to renew the existing ones
- Documenting of claims and follow up until reimbursement achievement
- Ensuring proper documentation and adherence to company guidelines
- Risk Management analysis and control

### HR Officer at Eagle Electromechanical LLC

Sep 2007 — Apr 2012

- Recruitment Procedures
- Visa and Residence Procedures
- Attendance control
- Prepare Monthly Salaries
- Vacation Settlement
- Resignation & Termination Settlement

### Recreation Supervisor at Holiday Inn - Amman

Sep 2006 — July 2007

### Recreation Supervisor at Marriott Hotel Dead Sea - Jordan

Apr 2004 — Sep 2006

- Attendance control
- Develop, evaluate and implement quality recreation programs that meet the needs of the public
- Supervise and train part-time employees to provide quality recreation programming in a safe atmosphere for both participants and staff

## Details

UAE

+971564305765

[w-w81@hotmail.com](mailto:w-w81@hotmail.com)

## Skills

Medial Benefit & exclusion *Expert*

Motor Evaluation & rating *Expert*

Marine Insurance *Expert*

Property Insurance *Expert*

Contractors all risk& Engineering (CAR) Insurance *Expert*

Erection all risk (EAR) Insurance *Expert*

Contractor's Plant & Machinery (CPM) Insurance *Expert*

Liability Insurance *Expert*

Third Party Liability Insurance (TPL) *Expert*

Equipment *Expert*

Professional Indemnity (PI) *Expert*

Work men's compensation *Expert*

Aviation *Beginner*

Loss ratio analysis *Expert*

Claims requests & achievement *Expert*

Policies coverage *Expert*

Industry cost control *Expert*

Risk Management *Expert*

Excel, PowerPoint *Expert*

Orient MAL *Expert*

Oracle Insurance Application *Expert*

Cisco Insurance Application *Expert*

- Properly orient new employees. Provide thorough job instruction training and in-service training to current employees.
- Actively support the safety program and related programs including following/enforcing safety rules,
- Maintain a working knowledge of all general and departmental-specific safety rules
- Reporting accidents and injuries, and developing ideas for the prevention of future incidents
- Practice exceptional public relations that promote a positive image of the hotel

## Education

### CII at chartered insurance institute

[Oct 2019— Present](#)

### Attended Several Seminars in regards to Insurance BestPractices

[2010 — 2014](#)

### Bachelor Degree in Physical Education

[Sep 2000 — Jan 2004](#)

4 years bachelor around physical education and anatomy.

## Certifications

### Personal Line Insurance

[October 2019](#)

### Intensive General Accounting

[July 2009 — Aug 2009](#)

Customer Support management  
*Expert*

### Soft Skills

Analysis skills

Self-motivation

Strong communication & negotiation skills

### Languages

English *Fluent*

Arabic *Native speaker*

### Hobbies

Swimming

Soccer, Premier league fan

Barbecues