

# Aquila Rose Lewis

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**Operations / Coordinator / Business Development Professional**

## GOALS & AMBITIONS

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To pursue job satisfaction and fulfillment by harnessing my skills and years of experience for the benefit of the employer and for personal and corporate growth.

## SKILLS

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- Knowledge of UAE market
- Time management
- Calm & productive under stress
- Professional, mature & creative
- Strong Interpersonal Skills
- General / Medical insurance
- Self-Starter
- Team Player
- Meticulous attention to detail
- MS Office

## WORK EXPERIENCE

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### ORIENT INSURANCE PJSC

**November 2019 to Present**

Dubai, UAE

*Business Development Manager*

- Managing and retaining relationships with existing clients.
- Increasing client base.
- Having an in-depth knowledge of business products and value proposition.
- Negotiating with Underwriters and Re-insurers
- Identifying and mapping business strengths and customer needs
- Researching business opportunities and viable income streams
- Maintain existing relationships in order to protect existing books of business
- Work with Team / Departments internally to ensure the requirement of the client and business is met
- Researching organizations and products to keep updated in the market.
- Developing quotes and proposals for clients.

### METLIFE

**December 2014 to September 2019**

Dubai, UAE

*Business Development Professional / Sales Consultant*

- Locates or proposes potential business deals by contacting potential partners
- Develop and maintain good working relationships with clients and introduce new products and cross-sell through regular visits
- Have a good understanding of the businesses' products or services and be able to advise others about them
- Ensuring credibility with clients by maintaining detailed knowledge of current market conditions and competitors' products;
- Increasing profitability of existing product lines by encouraging clients to use added value services wherever possible
- Consulting and promoting the most effective cover for a particular need, taking a number of factors into account
- Customer relationship management and year-round service on administration and claims
- Timely response to all client's enquiries in a professional way, consistent follow up at time of renewal
- Accounted to approx. 150 clients in Life / Illness / Accident / Travel / Medical Insurance

## **AEROGULF SERVICES**

**February 2007 to July 2011**

Dubai, UAE

*Operations & Administration (Dubai Airport)*

- Planned, Organized, Supervised and Directed Day-to-Day operations of Flights.
- Scheduled rosters and Managed assignments as directed by the Chief Pilot
- Provided Support, Control and Coordination of flights for approximately 18 pilots
- Assisted, planned and prepared all meetings and conferences within the Airport Field office
- Ensured the safety and accuracy of all operations documents
- Reasoned and analyzed situations accurately and initiated effective courses of action in case of emergency and non-emergency situations and dispatched relevant airport personnel
- Ensuring to maintain the confidentiality in regards to staff and client matters.
- Interacting with Upper-management, colleagues, clients and partner organizations in a professional manner.
- Processed monthly operation reports with supporting documents for Management, Engineering and Finance Departments
- Served as liaison between the assigned departments and other divisions and staff members
- Provided IT support within the team, as and when requested

## **CLIPSAL MIDDLE EAST**

**November 2004 to January 2007**

Sharjah, UAE

*Market Research Executive*

- Researched, compiled and analyzed market intelligence data received from internal and external sources to establish and highlight trends specific to each market; ensured the latest information was always available within the respective department's market database
- Supervised teams to ensure the smooth operation of projects
- Gathered, compiled and utilized market and product intelligence to develop and create new products by the company and tailored them in accordance with each individual market's requirements
- Maintained a comprehensive log of company products and provided regular updates on new and existing product development to clients
- Compiled and analyzed intelligence on competitors' activities in Dubai, as well as other destinations, to ensure the company was the market leader and ahead of competitors

## **PROFESSIONAL & ACADEMIC QUALIFICATIONS**

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- Diploma Certificate in Graphic Designing
- Licensed for Handling Dangerous Goods - DANGO
- Certified Fire Training - Dubai International Airport
- Certified First Aid Training - Dubai International Airport
- BSc in Computer Information Systems (BSCIS) - Champlain College, VT, USA – Dubai Campus

## **ACTIVITIES**

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- Received an All-Rounder Award in 2<sup>nd</sup> year PUC from the Ambassador of India
- Active member of the St. Mary's Church Choir in Dubai
- Medalist in Indoor and Outdoor sports - badminton, table-tennis, billiards, cricket, volleyball, basketball and throw-ball
- Won medals and trophies in athletics within the UAE and at international tournaments

## PERSONAL INFORMATION

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Date of Birth : May 19<sup>th</sup> 1981  
Visa Status : Employment  
UAE Driving License : Valid till 2021  
Marital Status : Married, with child  
Status : One Month Notice