

First Name: Natasha

Last Name: Mashood

Actively seeking suitable opportunity

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<https://www.linkedin.com/in/natasha-mashood-64215718a>

Summary

Experience

Assistant Property Department Underwriting at Allianz

December 2008 - September 2015

December 2009 – January 2015

- Assistance in Compliance processing, Audit requirements
- Data management: Administration of Policies
- CRM user and report extraction from: Salesforce
- Calculation of premiums, Coordination with accounts department.
- Client Relationship management through emails and telecommunication with clients regarding surveys, premium chase ups or any other requirements.
- Maintenance of data on excel, Creating reports on Excel.
- Analyzing and Deriving Reports from Cognos, salesforce for the management.

December 2008 – November 2009

Accounts Assistant

- Allocate payments in the system.
- Follow up with the clients regarding missing statements and payment details.
- Assisting general accounts operations which relates to both treaty and facultative such as booking & reconciliation.
- Handle Sun Systems and SAP
- Technical bookings and reconciliation.

Education

Cardiff Metropolitan University

**Master of Business Administration - MBA, Business
Administration and Management, General, 2018 - 2020**

Pearson College London

**Btech Level 7, Extended Diploma in Strategic Management and
Leadership, 2018 - 2019**

Heriot-Watt University

**Bachelor of Business Administration - BBA, Finance, General,
2006 - 2008**
