

NOOR MOHAMED.J

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Career Objective:

Looking for a suitable and challenging position in organization, which I could develop my personal abilities, skills, and strength for the strength for benefits of the company and my own. I am hardworking, time organized, honest & can adjust in any environments.

Job Experiences:

Medical & Non-Motor Insurance Underwriter – Al Shorafa Insurance Services Co LLC – Dubai, UAE. Dec 2016 to Still Present

Job Description:

- To perform underwriting function for submitted proposals within the risk guidelines
- To verify that product rates are adequate and within reinsurance terms before risk acceptance
- Confirm that all the proposal forms are captured electronically and premiums posted
- To issue and dispatch proposal forms to the branches and the Policy Documents to the clients
- To develop and support a responsive and robust customer service system
- Submit reports to Clients on scheme utilization
- Follow up on renewal lapses to ensure the renewals are done timely.
- Develop and ensure a clear Communication process on expected, received and missed premium to clients, agency and management
- Contribute to the development of an automated process for underwriting
- Ensure credit & debit notes are issued and Premium Refunds are timely and accurately done.

Motor Insurance Underwriter – Al Shorafa Insurance Services Co LLC – Dubai, UAE May-2015 to Dec-2016.

Job Description:

- Responsible for the delivery of an efficient case underwriting service to brokers.
- Deciding whether applications for insurance should be accepted.
- Communicating with and reporting to insurers on a regular basis.
- Acting as a technical referral point for less experienced underwriting team members.
- Collecting information from prospective clients.
- Identifying the customer's insurance needs.
- Monitoring the ongoing performance of accounts.
- Handling mid-term underwriting adjustments.
- Advising customers and brokers alike on underwriting matters.
- Extensive knowledge of the general and underwriting insurance market.
- Taking a proactive approach to the resolution of queries.
- Understanding of liability underwriting.

- Superb telephone manner and inter-personal skills.
- Highly developed organizational and planning skills.

Warehouse Assistant – Almarai Dairy Company – Saudi Arabia, KSA. April-2013 to April-2015.

Job Description:

- Receiving, checking, and storing incoming goods.
- Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also, acceptable quality.
- Picking and packing products.
- Selecting space for storage and arranging for good to be placed in the designated areas.
- Making sure that all inventory processes are completed on the same day.
- Labelling goods that have arrived at the warehouse.
- Welcoming and helping clients who visit the branch.
- Moving and organizing stock.
- Supervising the work of junior staff.
- Storing stock away safely.
- Removing hazardous products from the warehouse.
- Signing off and replenishing stock.
- Using mechanical handling equipment i.e fork lift trucks to move goods around.
- Monitoring stock levels.
- Accurately updating all data into computer and manual recording systems.
- Delivering excellent customer service to clients who visit the warehouse.
- Physically fit and able to lift and move heavy packages and objects.
- Ability to follow processes and procedure accurately.
- Experience of specialist stock tracking software.
- Strong problem-solving skill.

Machine Operator – Almarai Dairy Company –Saudi Arabia, KSA. July-2012 to March-2013.

Job Description:

- Introduced “Safety First”, a special procedure of handling dangerous machinery based on standards that every employee needs to follow.
- Handle startup and shut down duties pertaining to packaging equipment at the beginning and end of each shift.
- Perform regular and preventative maintenance on packaging machines to ensure optimum work cycles.
- Responsible for packaging integrity and quality checks on each packaging order.
- Monitor correct product weights and ensure that they are maintained throughout the shift
- Handle/discard waste that packaging machineries edict in a safe manner.
- Educate workers on exercising caution to avoid accidents and prevent injuries.
- Assist in developing SOPs and handle reviews of manufacturing batch records.
- Tend to packaging machines by using appropriate controls to package different items.
- Load and unload items into packaging machines and remove rejected packages to be isolated as surplus.
- Reset machines following malfunctions or need for repeated cycles.
- Secure packaged items by gluing, tying, stapling or attaching fasteners and sort, label, grade and inspect packaged products.

- Stack packaged items in storage areas or on delivery pallets using jack pallets or forklifts.
- Create daily reports regarding packaged products and storage and delivery orders.
- Oil and make minor adjustments to packaging machinery such as opening valves.

Managing Partner – ST Courier Service Center – India, Aug-2008 to July-2011.

Job Description:

- Load and unload a delivery truck through a variety of mechanisms.
- Ensure documents are delivered and entered accurately.
- Perform mailroom duties.
- Coordinate of incoming and outgoing mail.
- Communicate with main office through a mobile device.
- Operate vehicle for the delivery of mail, supplies, products and materials.
- Maintain route supply inventory to ensure prompt delivery of products to customers.
- Provide basic customer service by giving required information.
- Maintain delivery records.
- Deliver a wide variety of items to different addresses and through different routes.
- Follow route and time schedule.
- Ask for feedback on provided services and resolve clients complaints.
- Collect payments.
- Inform on new products and services.
- Complete logs and reports.

Customer Support Engineer – Intel’s IT Academy – India, July-2006 to June 2007.

Job Description:

- Installing new IT systems.
- Upgrading existing hardware and software.
- Visiting home users to set up their PCs or fix faulty equipment.
- Testing systems to make sure that they are working properly.
- Servicing printers, scanners and other office equipment (known as peripherals).
- Preparing cost estimates for new installations.
- Carrying out routine administration, like organizing staff rotas.
- Maintenance and repair of IT equipment.
- Hardware and software installation.
- Basic networking.
- Goods communication and customer service skills.
- A patient and organized approach.
- A willingness to keep up to date with IT developments.
- An awareness of electrical safety issues.

Education Qualification:

- **Bachelor of Computer Application (BCA)** in Alagappa University of Thiruvavur, India. During the year 2008 to 2011.

Technical Qualification:

- **Post Diploma in Hardware Technology and Networking** in Tiruchirappalli Regional Engineering College – Trichy, India. During the year June 2006 to July 2006.
- **Basic Electronics and GSM Phone** in Decibel Institute of Electronics in Trichy, India. During the year Aug 2007 to Sep 2007.

Personal Details:

Father Name	: S.A. Jahabar Ali
Date of Birth	: 30.06.1986
Sex	: Male
Religion	: Islam
Marital Status	: Married
Nationality	: Indian
Languages Known	: English, Tamil, and Malayalam.
Passport No	: P0611779
Dubai Driving License No	: 3745245 (LMV)
India Driving License No	: F/TN/50Z/001209/2004

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge.

Noor Mohamed. J