



## MOHAMED BOUMENIR

*Sharjah, United Arab Emirates*

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### QUALIFICATION SUMMARY

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Educated in the Accounting and Management discipline with almost 4 years experience in the accounting profession and 8 years in motor insurance field which demands strong organizational, technical and interpersonal skills. Trustworthy, ethical and discreet; committed to superior customer service. Confident and poised in interactions with individuals at all levels. Detail oriented and resourceful in completing projects; able to multi-task effectively.

### EXPERIENCE

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January 2015 till Present      Dubai Islamic Insurance - Finance Department.

#### **Accountant at Sharjah Branch**

- Bank reconciliation
- Branch Reconciliation
- Follow up with Brokers & Sales Team
- Prepare RVs & JVs
- Holding Branch Petty Cash
- Prepare Financial reports as of SOA, GL, ...etc

April 2011 till Jan 2015 Dubai Islamic Insurance & Reinsurance – Motor Department

#### **MOTOR UNDERWRITER**

- Issue comprehensive and third party insurance policy
- Issue a Motor Fleet Policies
- Issue Quotations (direct client & companies)
- Follow up with brokers and Company Sales Team
- Follow up policies due for renewal

2007 to April 2011      National General Insurance Company , UAE

#### **UNDERWRITER / CLAIMS ASSESSOR**

- Assess claims and register in the system
- Issue all kinds of L.P.O for agencies and garages
- Prepare invoice per client
- Issue comprehensive and third parties insurance policy
- Doing follow-up on Accounts Receivables & statements of accounts generation

2007

Tawasul Insurance Services

Abu Dhabi, UAE

***ACCOUNTANT / INSURANCE CLERK***

- In-charge of Policy administration(issuance of policy – new and renewal, attending clients queries,
- In-charge of preparing financial statements of the company.
- Reports to the Directors the financial status of the company

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**EDUCATION**

2002–2005 National Institute Specialized of Management.

**Superior Technician - Accounting & Management (Algeria)**

**SKILLS**

- Proficient in various Computer-Based Accounting Softwares
- Proficient in various Computer-Based Motor Insurance Softwares
- Good Knowledge MS Word, MS Excel.
- Can effectively communicate through writing and speaking.
- Can effectively manage people.

**PERSONAL INFORMATION**

Birthday: April 04, 1981

Birth Place: Algeria

Civil Status: Married

License: U.A.E Driving License

*Notice Period for Current Job: 30 Days*

