

# BINISH AMIN



## PROFILE

Productive team player, strong analytical & planning skills, combined with the ability to coordinate a team to meet organizational goals.

## DETAILS

Dubai, United Arab Emirates.

Phone:

+971 (0) 50 4966277

Email:

[Binish\\_amin@hotmail.com](mailto:Binish_amin@hotmail.com)

## SKILLS:

Time management  
Communicative  
Problem solving  
Teamwork  
Creativity  
Policy implementation  
Training  
Microsoft office (Word, Excel, PowerPoint, Outlook, Teams)

## LANGUAGES:

English – Fluent  
Urdu – Fluent

## HOBBIES:

Nature  
Travel  
Exercising & healthcare  
Travelling

## ROLES

**Assistant Manager Underwriting | Assisting Head of the Department | Terms & Policies support | Operations Support | Data Migration Officer:**

## EDUCATION

### Emirates Institute for Banking and Financial Studies

Course of Insurance Risk Management successfully completed.

### Skyline College, Sharjah, U.A.E.

IATA FIATA diploma completed successfully.

### Westminster School, Dubai, U.A.E

1995: Higher Secondary – CBSE Board.

## WORK EXPERIENCE

### **SALAMA ISLAMIC ARAB INSURANCE COMPANY, DUBAI, U.A.E.**

**From 2007 until 2014**

#### **Assistant Manager Underwriting**

- Group Life, Group Credit life & Individual New Business & Underwriting.
- New Business file processing as per RI guidelines, Plan Documents verification & Quality check.
- Issue & approve policy documents on confirmed new businesses.
- Issuance of invoices including Tax Invoices, RI & Contribution Invoice.
- Coordination with Sales Team & Brokers, Policy Endorsement & Amendments. Underwriting & Issuance of Renewal Quotes.
- Coordination with 5 different Reinsurers for Support, Finance, Underwriting, CSD & Distributors for trouble shooting and to ensure smooth business process.
- Technical support to sales team, reports portal, unit statements and customer illustrations.
- Assist Line Manager in service, quality & reduce operational errors.

### **ARAB ORIENT INSURANCE (AI Futtaim Group of Companies), DUBAI, U.A.E.**

**From 1998 Until 2007**

#### **Promoted - Assisting Head of the Department.**

- Primary responsibility - Insurance Executive.
- Assisting in the Underwriting for New Business Schemes / Renewals in Group Life.
- Policy renewal due, Costing Group Life in Re-insurance Tool for New Business and Renewal Policies.
- New Business quotations. Follow up with Branch offices/ Clients / Broker / Re-insurers for obtaining New Business / Renewal Scheme.
- Business confirmation to branch office / brokers / client / re-insurer.
- Data-entry: uploading policies, Dispatch & document follow-ups.
- Additionally, maintaining data / reports for Group Life Scheme, underwriting on a rotation basis

#### **Data Migration Operator**

- Data Transfer, Creating / maintaining reports for Group Life Dept.
- identification & solutions during implementation.
- Assessment and analyzing of the proposal, Reinsurance capacity, tariff and state regulation and subsequent underwriting for the risks.
- Preparation & underwriting statistics or periodical basis or as required by the top management, Laisse with agents for improvement.