

Ashraf Al-zou'bi

King Abdul-Aziz Area

Riyadh, Saudi Arabia

Mobile: 00966582320415

Email: ashraf.m.alzoubi@gmail.com

PERSONAL INFORMATION:

Nationality	Jordanian
Date of Birth	8th October 1980
Place of Birth	Irbid, Jordan
Status	Married
Iqama	Transferrable

CAREER OBJECTIVE:

A zeal to excel at my work and facilitate the functioning and processes of an insurance firm, leading to utmost customer satisfaction and colleague coordination. Wish to be a part of environment wherein responsibilities are not dictated but handed over so that one can put in one's best at it.

EDUCATION:

Saudi Arabian Monetary Agency (The Institute of Banking) Riyadh

Anti-Money Laundering (2011)- Twelve training hours

University of Cambridge, Jordan

International Examinations - Cambridge International Diploma in IT Skills
(Arabic) -2009

Irbid National University, Jordan

Bachelor's degree in English Literature Rate: Good - 2003-2007

Career Summary:

○ Lorem Amazing Systems

Mar 2016 – Dec 2018

Company Representative for Arab National Bank for all Motor insurance duties provided by Insurance House Company Broker

- Provide renewed insurance certificates
- Provide insurance coverage extension outside GCC
- Provide needed papers for a replacement car for clients in case of accidents
- Issuing daily summary of extensions and coverage for the finance Dep.

○ Insurance House Co.

Dec 2010 - Feb 2016

Insurance Coordinator

- Design and shape the underwriting manuals for the other junior team members
- Refer to our head office in the underwriting department for any clarifications or changes in the insurance underwriting coinciding with company policy
- Facilitating the training of the junior underwriters about the insurance underwriting policies and strategies to improve product quality on our team.
- Oversee the issuing of new policies and study the insurance claims
- Assist the sales personnel and the claim department executives in carrying out their duties effectively
- Responsible for approval or disapproval of insurance claims
- Responsible for keeping a check on regular collection of premiums
- Effective client servicing by providing utmost assistance to clients before taking any issues or doubts to the senior managers.
- Keep a check on proper record of all data pertaining to clients, collection of premiums, claims, etc.
- Compile daily reports of different departments and send the same to the seniors
- Thorough with rules and regulations governing the insurance policies and procedures
- Close coordination with different department heads (AlAlamiya, Tawuniya NCCI, and Malath insurance companies.

○ **Modern Arab Academy School-Jordan**

Aug 2008 – Mar 2009

Teacher

- Teaching English language for Primary level students
- Participating in some courses for the same school
- Participating in some courses for private education department

○ **Al-Nahda Cultural Center-Jordan**

Jan 2008 – Jul 2008

Trainer

- Conduct trainings for new teachers
- Develop syllabus for students

○ **Arab-German Insurance Co.-Jordan**

July 2007 – Dec 2007

Insurance Administrator

- Working as an agent to sell insurance
- Processing insurance related tasks

SKILLS & STRENGTH:

- Advance Computer Skills(Word, Excel, Power point)
- Internet Applications
- Ability to work under pressure
- Good communication & negotiation skills
- Good English and Arabic (read, write, and speak)
- Driver's License