



## Zaifulrullah Ibrahim

Executive

Sunlife Malaysia Sdn Bhd

(+60) 0122596196 | zaifuls@gmail.com | MYR Nego | Kuala Lumpur

## Experience

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12 years of total experience

Jun 2015 - Present  
(2 months )

### Executive

Sunlife Malaysia Sdn Bhd | Kuala Lumpur, Malaysia

Industry	Insurance
Specialization	Banking/Financial Services
Role	Claims/Settlement
Position Level	Junior Executive
Monthly Salary	MYR 2,700

- \*Process Group Hospital Surgical claims.
- \*Uploading Documents to system.
- \*Scanning Documents
- \*Claims Registration.
- \*Approval claims.
- \*Approval Payment.
- \*Authorize Payment.
- \*Prepare Reject Letter.
- \*Prepare MCM Report.
- \*Prepare Claim Analysis.
- \*Prepare Benchmark Indicator for Bank Negara Malaysia

Oct 2013 - Jun 2015  
(1 year 8 months )

### General Insurance Agent

Takaful Ikhlas Sdn Bhd | Perak, Malaysia

Industry	Insurance
Specialization	Banking/Financial Services
Role	Others
Position Level	Fresh / Entry Level

- \*Liaising with takaful / insurer in providing quotation to customers for general insurance products such as motor, fire, marine etc.

Apr 2010 - Aug 2013  
(3 years 4 months )

### Executive

Takaful Ikhlas Sdn Bhd | Kuala Lumpur, Malaysia

Industry	Insurance
Specialization	Banking/Financial Services
Role	Claims/Settlement

Position Level      **Junior Executive**  
Monthly Salary      **MYR 2,000**

- \*Medical card claims,skippa claims,life claims
- \*Registration Claims
- \*Scanning Documents
- \*Attending any call & walking client for claims enquiring.
- \*Process claims.
- \*Approval claims.
- \*Prepare payment to client.
- \*Do UAT for new product.
- \*Statistic

**Mar 2009 - Mar 2010**  
(1 year )

**Assistant Executive**  
Suruhanjaya Komunikasi & Multimedia Malaysia

Industry              Telecommunication  
Specialization      Knowledge Department  
Role                  Others  
Position Level      Non-Executive  
Monthly Salary      MYR 1,580

- \*Library Job
- \*Sorting Book
- \*Send any latest report to client
- \*Manage Training
- \*Participate training
- \*Participate any company event
- \*Survey for industry report.

**Dec 2005 - Mar 2009**  
(3 years 3 months )

**Clerk**  
Etika Insurance & Takaful | Kuala Lumpur, Malaysia

Industry              Insurance  
Specialization      Clerical/Administrative Support  
Role                  Clerk  
Position Level      Non-Executive  
Monthly Salary      MYR 1,200

- \*Register Claim
- \*Open File
- \*Process Claim
- \*Payment Voucher
- \*Sorting Cheque
- \*Report
- \*Key In Data
- \*Failing
- \*Posting
- \*Binding
- \*Record New Data in Excel
- \*Record MRTA File For Send To Marketing
- \*Sorting File (For Send To Branch)
- \*Checking Payment
- \*Create Quotation For Reduce Sum Covered

**Sep 2003 - Nov 2004**  
(1 year 2 months )

**Data Entry Clerk**  
Takaful Nasional Sdn Bhd | Kuala Lumpur, Malaysia

Industry              Insurance

Specialization	Clerical/Administrative Support
Role	Contracts Administration
Position Level	Fresh / Entry Level
Monthly Salary	MYR 945

- \*Key In Data
- \*Failing
- \*Posting
- \*Binding
- \*Record New Data in Excel
- \*Record Mrta File For Send To Marketing
- \*Sorting File (For Send To Branch)
- \*Checking Payment
- \*Create Quotation For Reduce Sum Covered

Jun 2003 - Aug 2003  
(2 months )

### **Assistant Technician** RICH @ HARD TRADING

Industry	Computer / Information Technology (Hardware)
Specialization	IT/Computer - Hardware
Role	Technician
Position Level	Fresh / Entry Level
Monthly Salary	MYR 300

- \*Repair Computer
- \*Installation hardware
- \*Installation software
- \*Service Computer
- \*Computer Networking

## **Education**

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2002

### **KOLEJ UNIKOP**

Primary/Secondary School/SPM/"O" Level in Computer Science/Information Technology | Malaysia

Major	COMPUTER NETWORKING (MLVK) LEVEL 2
Grade	Pass/Non-gradable

## **Skills**

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Intermediate

Computer Networking, Insurance system (Penta & Premia), Group 400, Microsoft Office, Internet Explorer, Software And Hardware Installation, LAN Networking

## **Languages**

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*Proficiency level: 0 - Poor, 10 - Excellent*

Language	Spoken	Written
Bahasa Malaysia	10	10
English	5	4

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## Additional Info

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Expected Salary	MYR Nego
Preferred Work Location	Perak, Kuala Lumpur, Selangor

### Other Information

#### Seminar & Training

2009 - Microsoft Excel 2003/2008 (Basic - Intermediate) course - Multimedia University, Cyberjaya  
2010 - Anti - Money Laundering / Counter Financing Of Terrorism - List Consulting Malaysia  
2010 - Kursus Kesedaran Pencetus Perkasa Diri - Fitrah Perkasa Sdn Bhd  
2011 - Takaful Basic Examination - Malaysian Insurance Institute  
2011 - Celestial Management Training - Celestial Management Centre Sdn Bhd  
2012 - Hospital And Surgical Insurance - A Claim Workshop - Malaysian Insurance Institute  
2012 - In-House Programme 2012 Basic Health Insurance Workshop - Malaysian Insurance Institute  
2012 - In-House Programme 2012 Advance Health Insurance Workshop - Malaysian Insurance Institute  
2014 - PCEIA Examination - Malaysian Insurance Institute  
2015- Medical Aspect Of The Hospital & Surgical Insurance

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## About Me

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Gender	Male
Age	31
Address	No 4, Lorong Enggang 10, Taman Keramat, 54200, Kuala Lumpur, Malaysia
Nationality	Malaysia