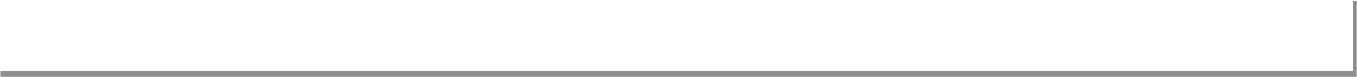
Curriculum Vitae



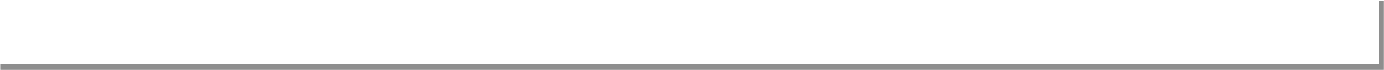
PERSONAL DETAILS

# Name: Fatma Juma Mir Dishtok Al Balushi Address: Muscat, Sultanate of Oman Nationality: Omani

Marital Status: Single Date of birth: 9/7/1990

Telephone no: (+968) 92657467

E-mail: [Fatma.Albalushi@alfuttaim.com](mailto:Fatma.Albalushi@alfuttaim.com)



EDUCATION AND QUALIFICATIONS

* Oman Tourism College

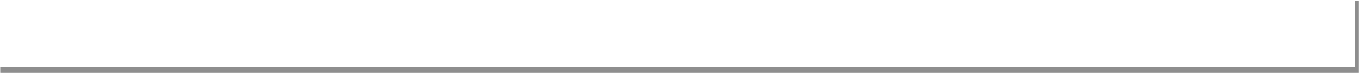
**Diploma in Hospitality and Tourism (DPHT) 2010-2012**

# Oman Tourism College

**Foundation Certificate 2009-2010**

# Zubida Umm Al Amin Secondary School

**General Education Diploma 2008-2009**



WORK EXPERIENCES

* Worked as Motor Insurance underwriter in Orient Insurance PJSC from Sep-2013 to Jan-2017
* Assistance insurance – Medical working at Orient Insurance from Feb-2017 to Present.

# Training:

* + Ministry of Housing 11th Nov 2012 - 10th Dec 2012

Training in Social Housing in the Directorate General of Housing Project

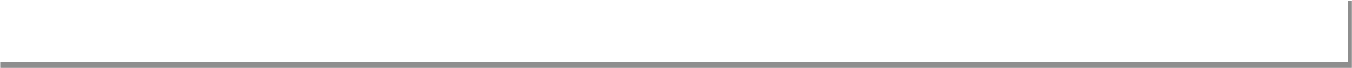
* + Al Bustan Palace Hotel 25th June 2011 - 27th July2011

Training in Food and Beverage Department (Service)

Courses:



* + Motor insurance (Intermediate) 24 – 26 April 2016
  + Advanced motor insurance 01 – 03 May 2016
  + Claim handling and settlement course 08 – 10 May 2017



SKILLS AND INTRESTS

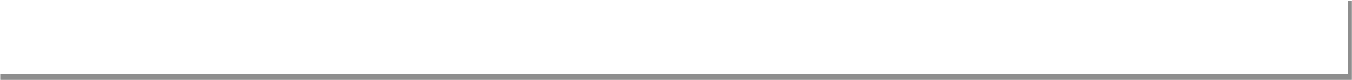
* 3 Years & 5 months of working experience as Motor Insurance Underwriter in Orient Insurance PJSC.

Responsibilities:

* + Prepared insurance documents (policy documents, certificates, endorsements, schedule, invoice)
  + Reviewed new and renewal business requests in order to determine insurability based on corporate guidelines and standards
* 11 months’ Medical insurance underwriter.

Responsibilities:

* + Prepare quotation for group & individual medical.
  + Prepare quotations on new and renewal business
  + Follow up on renewal policies to ensure the renewals are done timely.
  + Collecting accurate information & documents to proceed with a claim
* Good working knowledge of Computer (Microsoft Office, Internet and typing).
* Aware of different calculation in excel sheet that is needed for underwriting.
* Excellent in dealing and communicating with others.
* Good Math’s skills.
* Quick learner.
* Work under pressure.



LANGUAGES

* Arabic – native language
* English – spoken fluently, read and written