



PERSONAL DETAILS

- **Name** Hussain Saeed Mirza
- **Address** House: 314, Road: 3609 Block: 736 Aali - Bahrain.
- **Nationality** Bahraini
- **CPR No.** 830704809
- **Marital Status** Married
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OBJECTIVE

I am a dynamic, ambitious professional seeking a career that provides me with an opportunity to develop myself, improve my skills and enhance my abilities to be more productive and achieve my career goals.

Over 14 years of experience in both business admin and insurance sector with a demonstrated history of working in (re)insurance industry. Skilled in Underwriting Administration, Credit Control, Multinational Programs, Claims.

Possess expertise in working on international and multi-cultural environments with skills of expanding businesses and assisting in streamlining various processes for the team.

EDUCATION QUALIFICATION

Ongoing	DIP CII – The Chartered Insurance Institute
2017	Money Laundering & KYC – Course conducted by compliance team
2011	Berlitz Institute, English Language – Level 4
2009	Accounting Transaction - BIBF
2009	CPP Admin Management-Aljazeera Institute
2006-2008	National Diploma - Office Administration - BTI
2002-2005	Business Management - University of Bahrain.
1999-2001	Secondary School-Sheikh Abdulla

WORK EXPERIENCE

2018 – Present Claim Administrator
2011 – Present Underwriting Assistant, MENA - **Chubb Group**

Responsibilities:

- Processing entries in the local IT system (ARIMA) for various policies within MENA (Bahrain, UAE & Tunisia).
- Supporting the team on the bookings, accuracy, audits and various other queries.
- Liaising with clients to provide closings & supporting documents to ensure accuracy of company records with client records.
- Preparing and sending Statements of Account to the brokers for the purpose of chasing them for the outstanding balances.
- Performing Statements of Account reconciliation tasks for clients (Brokers and Ceding companies).
- Providing support to Credit Control department mainly during month ends
- Analysis for the ROE effect on the amount settled.
- Monitoring the aging analysis of receivables to ensure that they are not getting into over-due category.
- Allocating cash receipts to the applicable policies in ARIMA system.
- Heavily involved in various Legacy Projects viz., Account reconciliation, Apollo (local imaging system) back filing.
- Ensure to circulate the credit control query log to the underwriter, having adequate calls with the underwriter to ensure queries are resolved.
- Performing Pre Underwriting admin tasks viz., submission & quotation using Apollo filing system.
- Preparing monthly reports for various stake holders viz., Underwriters, Finance, Credit control.
- Analyzing and discussing monthly production report of every line of business.
- Assisting the Line manager on various pending tasks for the team during month ends viz., list of pending queries, pending closings, pipeline premium
- Providing support to Finance department.
- Handling the KYC and Compliance processes for the entries booked in the system.
- Performing various other tasks assigned within the given time frame.
- Assisted the HR in various office admin tasks
- Organized various Regional meetings and conferences
- Assisted the line managers in preparing various presentations for the conferences

Multinational Program (Policies):

- Review implementation instructions received from Referral office.
- Performing Compliance related tasks viz., KYC, OFAC sanctions, prior of policy documents issuance.
- Communicate with compliance team in Bahrain and UK to ensure clearance of the client.
- Prepare and issue policy documentation to the local client as per implementation instructions.
- Sending and maintaining policy documents issued to the client.
- Generating multinational monthly report to the Regional Finance Manager.
- Assisting / responding to referral office queries and quotes for new client.
- Liaise with referral and local underwriters for new coverage / endorsement.
- Act as a liaising point between Bahrain Office and referral office worldwide.
- Streamlined local multinational procedure.
- Attended internal training conducted by global head of Multinational business in Chubb and networked with other Multinational team members in the region.
- Provided training on processes related to handling Multinational programs to both Bahrain and Saudi teams.
- Achieved ACE Global Network Gold Award 2013 for first Ranking country.

2004-2011

Assistant Manager– Bahrain Businessmen’s Association

Responsibilities

- Overseeing of general office administration.
- Handling and following up / answering all correspondence including post, faxes and e-mails.
- Receiving visitors & overseas delegations.
- Arrangement of board meetings, members meetings and various committee meetings. both internally and at outside venues.
- Preparation of minutes for all meetings.
- Execution and following up of all decisions made during all meetings.
- Communicating with international associations affiliated with the organization.
- Preparation of itineraries for all visiting delegations.
- Preparing communication for various media entities.
- Media monitoring for all information relating to the organization.
- Preparation of accounts.
- Dealing with the association’s banks for all transactions relating to all accounts held.
- Office affairs with suppliers such as various ministries and Batelco.
- Purchasing of office supplies including furniture, electronics and stationery.

LANGUAGES KNOWN

Languages	Speak	Read	Write
Arabic	✓	✓	✓
English	✓	✓	✓

INTERESTS

- Internet Browning.
- Reading.
- Traveling

OTHER SKILLS

- A high-energy, Enthusiastic and dependable individual
- Strong Interpersonal skills
- Fast Learner, quickly implement and adopt new procedures
- IT & computer advanced knowledge
- Excellent team leadership and motivation capabilities

REFERENCE

- Available upon request