

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

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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 INTERESTS

- ◆ 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