

Curriculum Vitae

Salim Saif Said Al-Jabal
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Ruwi, Sultanate of Oman
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The Human Resources Manager

Dear Sir,

Subject: - Job Application

I would like to take this opportunity to apply for a position in your esteemed organization. I am a young and energetic Omani obtained General Secondary School Certificate / Science Section as per the attached Curriculum Vitae. I have lots of experience currently I am not working and I hope to get any vacancy that corresponding with my qualification and my work experience.

I believe with my enthusiasm combined with energy for a success, I possess the right caliber to contribute and learn from your establishment should the opportunity be given to prove myself.

I would be glad to furnish any additional information and would appreciate the opportunity of an interview.

Thanking you in advance and look forward to your favorable response.

Yours faithfully,

Salim Saif Said Al-Jabal

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PERSONAL DETAILS

Name: *Salim Saif Said Al-Jabal*
Date of Birth: *16/2 /1986*
Nationality: *Omani.*
Marital Status: *Married*
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Oman ID Card No: *07331342*
Main Power Card No: *301051*
Driving License: *Light Class + Heavy Class*
Address: *P.O. Box: 198*
P.C 119, Al Ameart
Sultanate of Oman

CAREER OBJECTIVE

- To work in a new challenging position where my extensive background, skills and knowledge can be utilized.
- I belief that hard and excellent worker with good respect well always brings success.

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working with National Bank of Oman

Since 15/12/2013 till 29/03/2016 as Officer

Job Responsibilities

- Analyze application/ files to support front office business units.
- Analyze and compiling information to assure the accuracy of all documents, pricing and collateral.
- Conducts document audits, validates data, and takes appropriate actions to reconcile document or file exceptions required for booking.
- Provide superior quality service to internal and external customers.
- Ensure compliance with the terms and conditions of the bank's policies has been met.
- Perform verification and audit of all documentation, ensuring that compliance with the terms and conditions of all aspects of the credit approval has been met.
- Review loan files in process to assure compliance with CBO rules and policies of the Bank, regulations and compliance requirements.
- Approve the rejects loan files.
- Facilitate the process to correct rejected files.
- Distribute files for appropriate actions/ process.
- Maintain efficient processes in order to meet production goals and quality standards.
- Anticipate, plan, and execute problem resolution for both internal and external customers.
- Review exception reporting to ensure all tasks are completed.
- Assist with customer inquiries in researching and resolving questions and/ or issues related to processing.
- Perform various post closing tasks such as: Auditing closed files. Follow-up to internal and external customers for needed documents and ensuring all required documents are present in file prior to closing the file.
- Demonstrate professional quality customer service at all times during phones calls and/or e-mail communication exchanges.
- Prepare and distributes reports, recommend process improvements and support implementation.

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Working with Muscat Insurance Services

Since 01/06/2012 to 30/11/2013

Handling & Processing Motors Insurance

- Issuing Individual motor policies for each company.
- Dealing with all insurance company.
- Customer services.
- Preparing sheets for all insurance company.
- Updating orange cads on the system.

Working with C.E.Heath & Partners Insurance & Reinsurance Brokers

From 01/01/2012 to 30/05/2012 as Customer Service Officer

Job Responsibilities

Handling & Processing Motors Insurance

- Sending Motor renewal notices every month.
- Preparing Individual Motor Renewal Report every month.
- Preparing New Business Report every day.
- Making calls and sending SMS for renewals.
- Making calls and sending emails for new business.
- Arranging meetings for Retails Products Presentation.
- Sending Motor Flyers to existing as well as new contacts.

Working with Oman United Insurance Company

From 01/07/2009 to 29/12/2011 as Insurance Clerk in Medical and Life Division

Job Responsibilities

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Handling and Processing Credit Life

- Data entry in the system.
- Referring for Medical Examinations.
- Assisting underwriting.
- Communicating with Reinsurers.
- Communicating and assisting the bank.
- Customer Service.
- Assisting Group Life and Group Medical team.
- Dealing and assisting customers.
- Dealing and assisting bank in relation to bank borrowers Insurance.

EMPLOYMENT BACKGROUND

Name of Company: Ghalib Project Company, Electrical Division
Location: Muscat, Sultanate of Oman.
Position: Public Relations Officer.
Joint Date: From 17th March 2009 to 29 Joun 2009.

Duties and Responsibilities:-

- Carry out different types of government jobs for employees on behalf of employees and the Company.
- Driver.
- Receives visitors.
- Carries out other similar or related duties.

WORK EXPERIENCE

Company: Hico / Hirbodan Company for Engineering & Construction
Joint Date: 1st September 2008 to 15th March 2009
Location: Muscat, Sultanate of Oman
Position: Public Relations Officer.

Duties and Responsibilities:-

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- Carry out different types of government jobs for employees on behalf of employees and the Company.
- Driver.
- Receives visitors.
- Carries out other similar or related duties.

Company: BGP Oil & Gas Services L.L.C

Joint Date: 17th June 2004 to 15th September 2008

Location: Sultanate of Oman

Position: Cable Shop

Duties and Responsibilities:-

- Acting Forman.
- Performs routine checks on equipments and report any abnormally.
- Update equipments date on system.
- Daily safety inspection.
- Repair geophones.
- House keeping and arrangement my responsible area.

EDUCATION QUALIFICATIONS & TRAINING

Currently preparing for CII Diploma in Capital Market Authority

- General Secondary School Certificate / Science Section (2003/ 2004).
- Health Safety Environment Induction Course.
- H₂S Course.

Computer Training

- Successfully completed the Office Application course in Polyglot Institute from 06.03.2010 to 14.04.2010

SKILLS & ABILITIES

- Positive team player.
- Working under pressure.
- Good knowledge in computers.
- Confident in been a team leader.
- Very good in communication skills.

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STRENGTH

- I can assure that if any works is given to me I will be able finish it in before the given time.
- I am able to provide the information in a better and easy way.
- I can assure that will learn my job in short time & in right way.
- Reaching may goals in every task given to me.
- Working in peace of mind & never worried about the work pressure.
- Always keep in mind customer is the most valuable asset for any organization.
- Always work on how to improve my general knowledge.

INTERESTING & HOBBYS

- ❖ Reading books.
- ❖ Play table tennis and Handball.
- ❖ Traveling.

LANGUAGES

Arabic (Mother Tongue): Speaking/Reading/Writing.
English: Speaking/Reading/Writing.
Swahili: Speaking.

I hereby certify that the above information are true and correct to the best of my ability.

Medical & Life Division	Job Description
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Name of Employee	Salim Saif Said Al Jabal
Job Title	Insurance Clerk
Department	Medical & Life Division.
Reporting to	Operation Manger
Main purpose of Job	<ol style="list-style-type: none">1) Preparing group life quotation (costing and letter).2) Preparing and issue the group life policy.3) Helping to issue group life endorsement and send it to the customer.4) Dealings with many banks like:<ul style="list-style-type: none">➤ <u>National Bank of Oman.</u><ol style="list-style-type: none">a. Data entry in the Premia system (New loan)b. Received all cases from all banks branches.c. Arranging for medical checkup for some customers.d. Referring the medical reports to the Re-insurance to get the decisions from them.e. Be in touch with the bank for any requirements details or information.f. Send our decisions to the banks.g. Received calls from the bank for any inquiries or help.➤ <u>Oman Arab Bank</u> and <u>National Bank of Abu Dhabi</u> (when my collogues Ms. Farah going on leaves).

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- a. Data entry in the Premia system (Consumer loan, Bill Discount loan, Housing Loan).
- b. Received all cases from all banks branches.
- c. Arranging for medical checkup.
- d. Referring the medical reports to the re-insurance to get the decisions from them.
- e. Send our decisions to the banks.
- f. Be in touch with the banks for any requirements details or information till I clear all cases.
- g. Dealing with the bank by email.

➤ **Bank Sohar**

(when my colleagues Mr. Khalid going on leaves)

- a. Received all cases from the all branches by email.
- b. Arrange for medical checkup.
- c. Referring the medical reports to re-insurance to get the decision from them.
- d. Be in touch with the banks for any requirements details or information till I clear all cases.
- e. Be in touch with re-insurance for any requirements.
- f. Send the decision to the banks by emails.
- g. Arrange medical examination letter and be in touch with the clinic or hospital till we received all medical reports from them.

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	<p>➤ <u>Individual Life.</u></p> <ul style="list-style-type: none">a. Received the individual cases.b. Arrange for medical checkup.c. Received the medical reports and send it to re-insurance to get the decision from them.d. Be in touch with the customers for any requirements details.e. Preparing the individual quotation and send it to the bank or to the customers. <p>5) Customer's services.</p> <p>6) Issue Himayah Policy for the (House maid, Private Drivers and the Farmer).</p>
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➤ **Note:**

- I would like to be coming in high position in my department that's why my goal always to keep my works clears all the time. (even if my work require from me to come to my office in holidays days)
- I will use all my abilities to keep my company always in high- level.

Employee Signature:
Date:

Supervisor Signature: