



CURRICULUM VITAE

PERSONAL INFORMATION

NAME : Marshal Timotio Pinto
DATE OF BIRTH : June 16, 1989
NATIONALITY : Indian
CPR NUMBER : 890609110
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Manama,
Kingdom of Bahrain
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ACADEMIC CREDENTIALS

QUALIFICATION	INSTITUTE	YEAR
MBA (Masters in Business Administration)	Sikkim Manipal University Distance Education	2012
BBA (Bachelor of Business Administration)	Birla Institute of Technology International Center, Bahrain	2010
All India Secondary School Certificate(CBSE)	The New Indian School, Bahrain	2007
Secondary School Certificate(CBSE)	The New Indian School, Bahrain	2005

PROFESSIONAL CREDENTIALS

QUALIFICATION	INSTITUTE	YEAR
Introduction to Insurance & Insurance Documentation	Bahrain Institute of Banking & Finance	2015
DCA (Diploma in Computerized Accounting)	London Chamber of Commerce and Industry	2014
Tally ERP 9	Global Institute, Bahrain	2014

WORK EXPERIENCE

COMPANY	POSITION	FROM	TO
Intershield Insurance Brokers, Bahrain	Administrative Assistant	Feb 2013	To Date
Intershield Insurance Brokers, Bahrain	Trainee	Feb 2011	Feb 2013
Middle East Consultancy Center, Bahrain	Trainee	July 2010	Jan 2011

SKILLS

- COMPUTER SKILLS** : Familiar with Windows XP, Windows 7, Windows 8, Windows 10, Office 2003, Office 2007, Office 2010, Office 2013
- LANGUAGES** : Fluent in English and Hindi
- ADDITIONAL SKILLS** : Valid Bahrain Driving License
- INTERPERSONAL SKILLS** : Believe in delivering excellent results in set time period.
- Good Communication Skills, Quick Learner, Team working, Ability to work under pressure

KNOWLEDGE ACQUIRED DURING TRAINING

Gained experience in

Accounting/finance (between 2011 and 2014)

- ✓ Preparing cash position statement, bank reconciliation statement and cash book.
- ✓ Invoicing and vouchers preparation on the accounting software 'SOLOMON'
- ✓ The procedure followed by the customer and the company in attaining an insurance policy.

Motor insurance (between 2013 till present)

- ✓ The procedure followed by the customer and the company in attaining an insurance policy.
- ✓ Calculating insurance premiums and the procedure followed from the time of query by customer till the time the insurance policy is handed to the customer.
- ✓ Making quotations for policy renewals and following up about renewals.
- ✓ Sending orders to insurance companies, after obtaining approvals.
- ✓ Checking policy terms and informing client when policy is ready.
- ✓ Collecting payment and handing over policy to client.
- ✓ Providing the documents to finance department to prepare invoices/receipts.

Marine insurance (between 2018 till present)

- ✓ The procedure followed by the customer and the company in attaining an insurance policy.
- ✓ Calculating insurance premiums and the procedure followed from the time of query by customer till the time the insurance policy is handed to the customer.
- ✓ Sending orders to insurance companies.
- ✓ Checking policy terms and informing client when policy is ready.
- ✓ Collecting payment and handing over policy to client.
- ✓ Providing the documents to finance department to prepare invoices/receipts.

General insurance (between November 2021 till present)

- ✓ The procedure followed by the customer and the company in attaining an insurance policy.
- ✓ Forwarding client's request to insurance companies and obtaining a few quotations.
- ✓ Sending quotations to clients and following up for the quotation approval.
- ✓ Sending client approval to insurance company and obtaining policy.
- ✓ Checking policy terms and informing client when policy is ready.
- ✓ Collecting payment and handing over policy to client.
- ✓ Providing the documents to finance department to prepare invoices/receipts.

REFERENCES

NAME	POSITION	COMPANY	TELEPHONE
Mr. Alaa AlDin Mashal	General Manager	Intershield Insurance Brokers	17271616
Dr. Adnan Bseisu	CEO	Middle East Consultancy Center	17295578