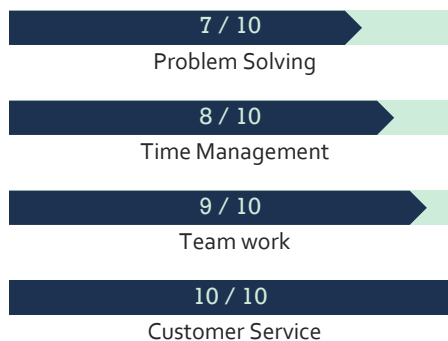




Jaffer Saleh

- 39160092
- Jaffer.1992@hotmail.com
- Bahrain
- [linkedin.com/in/jaffer](https://www.linkedin.com/in/jaffer)

SKILLS



EDUCATION

Bachelor Degree in Banking & Finance
University of Bahrain
Sep 2010 – Jul 2015

CERTIFICATES

- Motor Underwriting and Claim Handling – CII UK – Mar 2021
- Award in General Insurance – CII UK – April 2020
- Certified Professional in Human Resource Management & Compensation – Dec 2016

HOBBIES

- Playing Football
- Swimming
- Playing video games

PROFILE & OBJECTIVE

An employee who has +1.5 years' experience as accountant in a truck spare parts shop, and 3.5 years' experience as customer service officer in insurance industry, seeking to secure a challenging position in a reputable company to expand my knowledge & skills either as customer service or accounting officer.

EXPERIENCE

Accountant

SKD Group – Doosan spare parts division – Mar 2021 to present

Work as accountant, and responsible for:

- Preparing GRNs for all spare parts shipments on daily basis.
- Reconciling the shipment details with the purchase order.
- Checking the quality & quantity of the shipments and return the wrong/damaged items to the supplier.
- Preparing transfer/cheque requests for spare parts purchases on daily basis.
- Preparing daily GRN summary report for the store manager.
- Allocating shipment fees between the different items in the shipment.
- Payroll job as dealing with vacation and medicals also clearance for staff.

Front Desk Officer

Solidarity Bahrain – Jan 2018 to Dec 2020

Work as Front Desk Officer, responsible for:

- Selling insurance policies as per customer needs (Motor, Travel & Mobile).
- Renew Motor insurance policies for retail customers, fleet & brokers.
- Doing motor policies ownership transfer for cars purchases deals.
- Opining motor claims for cars accidents (major & minor).

Back-office trainee

Al Ahlia Insurance – Jul 2017 Dec 2017

Work in different department as assistant, responsible for:

- Assist Finance department in preparing payment transfers/cheques for car repairs garages.
- Assist Recovery department in follow up for receivable balances from other insurance companies.