

Batool Hussain Amralla

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Marital Status: Single.

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CAREER OBJECTIVE	To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.
PROFESSIONAL QUALIFICATIONS	<div><div>➤ <u>Award in General Insurance-W01.</u> Sep. 2013</div><div><i>Chartered Insurance Institute(CII)-UK</i></div><div>➤ <u>Insurance Principles & Practice</u> Sep. 2013</div><div><i>Gulf Insurance Institute-Bahrain</i></div><div>➤ <u>Award in Insurance Underwriting-IF3.</u> Oct. 2013</div><div><i>Chartered Insurance Institute(CII)-UK</i></div><div>➤ <u>Applied Insurance Certificates in:</u> Nov. 2013–Jan. 2014</div><div>Motor Insurance, Claims Handling, Reinsurance & Insurance Finance.</div><div><i>Gulf Insurance Institute-Bahrain</i></div></div>
EDUCATIONAL QUALIFICATION	<div><div>➤ <u>B.Sc. in Business Information System</u> 2003-2008</div><div><i>University of Bahrain.</i></div><div>➤ <u>Secondary School Certificate</u> 2000–2003</div><div><i>Al-Isteglal Commercial Girls School.</i></div></div>
WORK EXPERIENCE	<div><div>➤ <u>ACR Retakaful MEA</u> 14 Jun. 2016 - Present</div><div>Technical Accounts Executive – Finance Department.</div><div>1. <u>Technical Accounts:</u></div><div><u>Duties and responsibilities:</u></div><div><ul style="list-style-type: none">- Checking and booking statements of accounts, premium closings, premium reserves Retained and Released.- Calculating and booking of Minimum Deposit premium, premium adjustment, profit commission statements and Sliding Scale Commission.- Calculating and booking of outstanding losses reserve.- Monitor outstanding closings, statements of accounts.</div></div>

2. Credit Control:

Duties and responsibilities:

- Reconciling and confirming outstanding receivable/payables with Cedents and Brokers.
- Following up with brokers and Cedants on payments of outstanding balances;
- Clearing received amounts in SAP.
- Handling brokers and Cedants queries.

3. Commutation process:

Duties and responsibilities:

- Summarizing outstanding liabilities (outstanding claims, outstanding cash call Refund, outstanding premium Released and receivable/payables) and send it to Cedents for review and confirm.
- Reconciling and confirming Cedents figures.
- Negotiating with Cedent on commutation amount.
- Preparing commutation agreement upon Cedent confirmation.

➤ Iran Insurance Company

Apr. 2014- Mar. 2016

Motor Underwriter Assistant – Motor Department

1. Individual line.

Apr. 2014 - Nov. 2014

2. Commercial line.

Dec. 2014 - Mar. 2016

Duties and responsibilities:

- Gather and assess background information, in order to effectively assess the risk.
- Calculate possible premium and decide how much the customer should pay for the insurance.
- Processing of new policies, dealing with amendments and renewing of policies.
- Handling queries, preparing quotation and renewal notice.
- Administering daily and monthly accounting functions related to motor department.
- Dealing with individual customers, commercial customers and brokers.

➤ Gulf Finance House Investment Bank

Jul. 2008-Aug. 2008

Trainee, IT Department.

Duties and responsibilities:

Covered different areas of IT Department as a sessions.

ADDITIONAL SKILLS	<hr/> <p><u>Interpersonal skills:</u></p> <ul style="list-style-type: none"> • Effective communicational & analytical skills. • Capable of working independently or as part of a team. • Capable of handling responsibility and working under pressure. • Capable of learning new skills. <hr/> <p><u>Languages:</u></p> <ul style="list-style-type: none"> • English (Reading, Writing, Speaking) • Arabic (Reading, Writing, Speaking) <hr/> <p><u>Computer skills:</u></p> <ul style="list-style-type: none"> • Excellent skills in the use of Microsoft Office including all its components. • Web browsing and e-mailing. <hr/>
INTERESTS	<hr/> <ul style="list-style-type: none"> • Internet browsing. • Reading and Writing.

“References shall be furnished upon request.”