



CURRICULUM VITAE

Objective

I'm a 30 years old Bahraini citizen, energetic, ambitious and full of confidence person who has developed a diverse matured experience that empower me to handle many task that I undertake, or situation that I am presented with. I am professional, excellent problem solving skills and good team work to provide the optimum support for your organization. Also I'm trying hard to implement the integrity, sincerely and honesty in my career and my life to deliver pure honest ethic services to the environment.

Personal Profile

Name	Saeed Habib Ali Shamlooh
Date of Birth	3/5/1990
Gender	Male
Languages known:	English (Fluent) Arabic (Native)
Hobbies	Football, reading and traveling.
Nationality	Bahraini
Material Statues	Married
Address	Home 1065/ Road 728/Tubli 707
P.O.S	Cell Number # 39058002 e-mail: abuhab831@gmail.com

Advantages:

- Ethics standard. (Integrity, sincerely, honesty and loyalty).
- Experience with automotive insurance (claim), in additional with short successful experience in retail industry.
- Experience in medical claims.
- Experience in handling customer service.
- Ability to success in a various field.
- Positive & patient.
- Self-confidence.
- Friendly.

Points to improve:

- Time management.

Education Profile (Academic)

Secondary certificate, Passed in the year of 2008 from Sheikh Isa Bin Ali Commercial School.

English language Certificate, Attended a general English courses at the level of Elementary2 at British Council.

Flight Dispatcher Course, completed acquired course for flight dispatcher Level I & II. At May 5, 2013. This course cover Aviation Regulations, Aircraft performance, Mass & Balance, Aircraft System, Navigations, Flight Planning, Meteorology, Communications, Air Traffic Control, Emergency & Security, Practical Dispatch & Dispatch Resources Management and Aerodynamics. **This course confirms to recommendations of GCAA, JAA, FAA and ICAO.**

ISM Sales and Marketing Level 3, attended in ILC Training Center, at Mar'2019.

Certificate in procurement and supplying operations (CIPS), attended in Trane Me Training Centre.

Training

Flight dispatcher On the Job Training, Attended with **DHL Aviation EEMEA B.S.C @** from 13th OCT¹³ until 27th FEB 14.

Work Experience

1. **Receptionist** in GULF UNION AUTOMOTIVE REPAIR CENTER (GUARC) from 8/2012 to 7/2017.

Responsibilities:

- Dealing with insurance clients.
- Issuing quotations for outside workshops.
- Convincing insurance clients to repair their vehicles in GUARC.
- Receiving vehicles.
- Checking vehicles damage and estimating repairing time.
- Following up with customers about their vehicle status.
- Discharging vehicles.

I covered many other positions:

1. **Outsourcing coordinators** with GULF UNION INSURANCE & REINSURANCE CO.

Responsibilities:

- Receiving workshops quotations and attach it in the file.
- Processing files with the respective managers to review quotations and
 - evaluate the damages value.
- Negotiate with the workshops.
- Managing and organizing large numbers of cases for easy and fast flow.

2. **Vehicles Surveyor** with GULF UNION AUTOMOTIVE REPAIR CENTER (GUARC)

Responsibilities:

- Vehicles surveying depending on traffic report and insurance regulations.
- Estimating damage value.

3. Salvage parts controller. With GULF UNION AUTOMOTIVE REPAIR CENTER (GUARC),

Responsibilities:

- Supervisor of four workers.
- Collecting salvage parts from agents.
- Issuing job card for each part and process it in the system (Peachtree accounts application).
- Repair the repairable parts and organize, classified it in the stock.
- Sale the salvage parts to the insurance and outside workshops.

4. Store assistant manager. With GULF UNION AUTOMOTIVE REPAIR CENTER (GUARC),

Responsibilities:

- Issuing purchase request to the required parts.
- Requesting quotations for the parts from the parts suppliers.
- Negotiating with the suppliers about the parts price and ordering the parts.
- Receiving the spare parts and delivering it to the workshop.

2. Bulk food section head (Establishing) at Natures Market Honest Food, (part of TAMIMI MARKET located in Saudi Arabia).

Responsibilities:

- Managing, organizing and improving the section which is contain a various bulk product, such as nuts, spices, pulses, oil, vinegar and coffee.
- Issuing purchase orders for the section and dealing with the suppliers.
- Reporting directly to the operation manager.

Covered other positions:

- 1. Acting Shift supervisor.**
- 2. Book keeper (Establishing).**

Achievements:

- **Won the challenge for achieving successful beginning in my first 6 months, FOR THE FIRST BULK SECTIONS OPENING IN WHOLE TAMIMI GROUP, with increasing profit rate. (Compared to zero field experience).**

3. Medical Settlement Clerk: at Al Kindi Specialist Hospital. (Current Job)

Responsibilities:

- Receiving checks from the insurance companies.
- Creating receipts in HIS against the check received and the transfer payments from the bank.
- Suitable recording of the claims related matters.
- Analyzing and formulating the first level invoices on partly paid claims
- Following up with the insurance companies if settlement invoices are not provided or it doesn't match with the received amount.
- Coordinating with concern staff and department where information from insurance settlement invoices does not match with the hospital records.
- Arranging for depositing the check.
- Preparing various reports required by the management.
- Passing all the required transactions through Tally.
- Reporting directly to the Financial controller.

Skills

- Possess very good knowledge with customer services
- Excellent communication Skills.
- Ability to work and success in a various fields and industries.
- Computer literate.
- Possess very good knowledge in Microsoft office applications such as Word, Excel & PowerPoint.
- Possess good knowledge with insurance regulations.
- Possess good knowledge with vehicles survey.
- Negotiation Skills.
- Situational Leadership.
- Accepting challenge
- Accept working individually or with team.

