



# Muhammad Nasir Qasmi

Male, 33 Years, Jeddah, Saudi Arabia

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## Professional Summary

Ambitious to join a progressive organisation that offers opportunities for advancement and demonstration of skills.

Finding a challenging position to meet my competencies, capabilities, skills, education and experience.



## Personal Information

Date of Birth: Sep 9, 1985

Nationality: Pakistani

Country: Saudi Arabia

Marital Status: Married

Languages: Arabic (Beginner), English (Intermediate), Urdu (Expert)

Iqama Status: Transferable

Expected Salary: SAR 5,000 - SAR 5,999

Industry: Insurance / Takaful

Career Level: Experienced Professional

Functional Area Client Services & Customer Support



## Work Experience

### Document Control Specialist

AZTRACON for Trading & Contracting, Jeddah, Saudi Arabia

Dec 2017 - Present

Copy, scan and store documents  
Check for accuracy and edit files, like contracts  
Review and update technical documents (e.g. manuals and workflows)  
Distribute project-related copies to internal teams  
File documents in physical and digital records  
Create templates for future use  
Retrieve files as requested by employees and clients  
Manage the flow of documentation within the organization  
Maintain confidentiality around sensitive information and terms of agreement  
Prepare ad-hoc reports on projects as needed

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## Surveying Officer/ Loss Adjuster

Crystal Inspection Services Co. Ltd, Jeddah, Saudi Arabia

Aug 2016 - Jul 2017

Arranging appointment with insured.

Carrying out necessary documentation and filling of records.

Liaison with Principals on all relevant technical matters.

Load/unload monitoring to ensure minimum consignment discrepancies.

Resolving consignment quantity difference disputes.

Loss prevention work and Risk Assessments.

Submitting Preliminary Survey Report to the Insurers.

After Survey/Inspection carried out prepare Survey Reports with all details containing reasons of loss, loss assessment, VAR (value at risk) & insurance calculations to finalize the party claim.

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## Investigation Officer

Special Investigation Cell, Anti Narcotics Force, Pakistan, Islamabad, Pakistan

Oct 2010 - Jun 2016

Data Collection.

Ground Check.

Surveillance.

Participate in raids.

Investigation.

Undercover meeting and operations.

Handling of technical equipments.

Preparation of investigative/intelligence reports.

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## Office Assistant/Loss Adjuster/Valuation Consultant

Nasir Syndicate Pvt Ltd

May 2005 - Sep 2010

Arranging appointment with workshop/vehicle owner.

Inspection/re-inspection of own damage vehicle and paper survey for third party vehicle.

Carrying out necessary documentation and filling of records.

Liaising with workshops, motor claims department and relevant parties on all claims.

Submitting PLR to the Insurers.

Issuing Survey report after negotiating with the insured.

As a Marine Surveying Officer

Load/unload monitoring to ensure minimum consignment discrepancies.

Resolving consignment quantity difference disputes.

Loss prevention work and Risk Assessments.

Liaison with Principals on all relevant technical matters

Preparation of reports.

As a Machinery Breakdown & Fire Surveying Officer

Willingness to travel at short notice

To arrange & manage Survey/Inspections in case of Machinery Breakdown & Fire occurred at any time and/or anywhere in the Industry (Edible Oil/ Textile/ Power House/ Automobiles).

Loss prevention work and Risk Assessments.

After Survey/Inspection carried out prepare Survey Reports with all details containing reasons of loss, loss assessment, VAR (value at risk) & insurance calculations to finalize the party claim.

## Skills & Expertise

Accident Investigation	5+ Years	Accidental Insurance	5+ Years
Behavioral Segmentation	5+ Years	Claims Management	5+ Years
Client Relations Skills	5+ Years	Interpersonal Skill	5+ Years
Payments & Settlements	5+ Years	Pricing Negotiation	5+ Years
Report Writing	5+ Years	Risk Assessment	5+ Years
Risk Management (commodities)	5+ Years		



## Education

### Certification (Intelligence Collection & Data Analysis)

Anti Narcotics Force Academy, Islamabad, Islamabad, Pakistan

2012

Grade: A

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### Bachelors (Bachelor of Arts)

Bahauddin Zakariya University, Pakistan

Aug 2009

Percent: 54% Out of 100

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### Certification (Computer Operator/Office Assistant)

Pakistan Board Of Technical Education Lahore, Multan, Pakistan

2004

Grade: A

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### High School or Less (Intermediate with Computer Science)

Government College University, Multan, Pakistan

2003

Percent: 50%