



Muhammad Azeem Uddin

OBJECTIVE

To secure a challenging career within a dynamic and progressive organization. To utilize my abilities, knowledge and personal acumen with integrity to contribute to the development of the team.

EXPERIENCE

1. Orient Insurance (Member of Al-Futtaim) – Dubai, UAE February 2015 – Till Date
Assistant Underwriter - Motor Insurance

- Executing the underwriting strategy while working within the syndicates' established risk appetite.
- Delivering on financial plans including working within financial budgets for each product.
- Managing a team of underwriters with clear focus on continuous development of the team.
- Managing business relationships with major brokers and other distribution partners in close co-operation with sales.
- Case level underwriting in respect of a range of risks including highly complex risks.
- Contributing to the management of portfolio performance through the analysis of results, development of pricing strategies and effective underwriting of all risks, instigating remediation action as required.
- Closely collaborating with all other business segments and functional areas to ensure alignment of product activities to the wider strategy of the company.
- Issuing Motor Insurance Policies and Certificates in Both English and Arabic.
- Handling all administrative tasks associated with the Motor Underwriting Department.
- Preparation of new motor quotations and renewal quotations for corporate and individual clients.
- Policy, contract, and cover-note documentation preparation where required.
- Midterm additions and deletions in individuals & fleet policies.

2. National General Insurance – Dubai, UAE March 2012 – December 2014
Assistant Motor Underwriter

- Issued manual and online Motor Insurance Policies and Certificates in both English and Arabic.
- Case level underwriting in respect of a range of risks including highly complex risks.
- Prepared new motor quotations and renewal quotations for corporate and individual clients.
- Midterm additions and deletions in individuals & fleet policies.
- Managed enquires from brokers, clients and business partners.
- Business development and co-ordination between all parties to the contract.
- Prepared data reports for management and general office duties.
- Policy, contract, and cover-note documentation preparation where required.
- Visual inspection of motor vehicles.
- Attended to 'walk in' customers.
- Handled all administrative tasks associated with the Motor Underwriting Department.
- Worked with a team of underwriters with a clear focus on continuous development of team members.

3. Al-Aqili Furnishing – Dubai, UAE

June 2011 – Feb 2012

Sales Consultant

- Direct Sales: managed factory outlet sales, marketing coordination and planning, maintaining customer relations & database, field sales & supervision, counter sales, client record keeping.
- Modification: Received customer after sales calls, complaint management, rectification, problem solving & solution, delivery after modification.
- Stock Management: Updated stock reports, stock keeping, inventory management, weekly audit report.
- Dispatch: Managed deliveries, delivery status report for back to back orders, placed new orders.

4. Dubai Islamic Bank – Karachi, Pakistan

Dec 2006 – March 2007

Relationship Manager – Auto Loan Department

- Direct Sales.
- Co-ordination between higher management & clients.
- Dealt with clients regarding insurance, tracker, registration & delivery.

5. Danish Motors – Karachi, Pakistan

Sep 2005 – Nov 2006

Marketing Executive

- Customer dealing, enlighten on all the specification & benefits of cars.
- Car financing from different banks & leasing companies.
- Dealt in car insurance & Takaful.
- Prepared all documentation.

CERTIFICATION COURSES

Diploma in IT

From Info Tech

CCNA (Cisco Networking Academy Qualified)

From Cisco

ACADEMIC QUALIFICATION

Graduation

Bachelors of Commerce from Karachi University, 2008.

Intermediate

Board of Intermediated Education, Karachi, 2005.

Matriculation

Sindh Secondary Board, 2003.

PERSONAL INFORMATION

Father's Name:	Muhammad Sami Uddin
Date of Birth:	05 th October 1985
Marital Status:	Married
Passport Number:	AE2408713
Language Proficiency:	English/Urdu
Contact:	+971-551-670 979
E-Mail:	m.azeemuddin@live.com
Driving License:	UAE Valid LTV