



Muhammad Akbar Aziz

Supervisor Underwriting



+971.50.347 4606



akbaraziz66@gmail.com



Rashidiya 1, Ajman, UAE.

Summary

A versatile self-motivated individual, looking for a challenging environment to enhance my professional skills and learn each passing day. Will work hard for acquiring professional and financial pinnacle, both for the organization and myself, through my knowledge dedication and consistency.

Skills

Underwriting | Team Management Skills | Tele-Communication | Microsoft Office | Business Analyst | Agile Project Management | Agile | Fast Learning | Social Media Marketing | Lead Generation | Customer Satisfying | Email Handling

Experience

Jan 2020 - Present

Supervisor Underwriting

Al Qamar Commercial Broker, Ajman, United Arab Emirates

Supervision of motor insurance policies issuance. Managing the team. Maintaining sales and accounts record in excel sheet. Make sure every quote and policy delivered is accurate and correct according to the requirements. Maintaining office IT requirements and debugging. Keep posting to the clients about updates on social media / contacts / emails. Reporting daily updates to manager.

May 2021 - Sep 2021

Project Management Training Program

Mass Communication, Karachi, Pakistan

Managing the projects list, Coordination with clients, Assigning the task to the design & development team, make sure to complete the project on time.

Sep 2017 - Feb 2019

Telemarketer

Shahrayz Anwar (Telemarketing Co.), Karachi, Pakistan

Working as a Telemarketer, Selling mortgage in California.

May 2015 - Jan 2016

Assistant Project Manager & junior developer

Fusion Technologies, Karachi, Pakistan

Assigning Tasks according to instructions, Keeping the clients up to date with the project. Make sure the project should be complete on time.

Feb 2014 - Mar 2015

Assistant Supervisor

Air Agility (Pvt) Ltd, Karachi, Pakistan

Handling the Emails, Make Sure the all work should be completed on time. Keeping the Excel sheet up to date.

Education

2017	Dadabhoy Institute of Higher Education Bachelors in Commerce, B. Com AC DC Motors
2016	Aptech Computer Education Karachi Pakistan Diploma Information Technology
2011	Jauhar Degree College Intermediate/A-Level Science
2009	NEW CENTURY SCHOOL Matriculation/O-Level Science

Languages

Sindhi Beginner	Urdu Expert	Arabic Beginner	English Intermediate
---------------------------	-----------------------	---------------------------	--------------------------------