



AHMAD HUZAIMI BIN NAZIR

HOME ADDRESS

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Sungai Ramal Baru,
43000 Kajang,
Selangor Darul Ehsan
MALAYSIA

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CAREER OBJECTIVE

A career breaks into Senior Executive/ Managerial level that can offer opportunities to expand and develop competencies and skills. Intend to gain more knowledge in Underwriting or Underwriting Operation either in Insurance or Reinsurance field.

PERSONAL DETAILS

NRIC : 810207-14-5739
Date of Birth : 07 February 1981
Place of Birth : PPUM, Kuala Lumpur
Marital Status : Single father
Race : Malay
Religion : Islam
Sex : Male
Age : 34
Nationality : Malaysian

ACADEMIC BACKGROUND

Currently Pursuing : Open University Malaysia (Bachelor of Business Administration)
Studies

Tertiary Level : Cosmopoint Institute of Information and Technology, Malaysia
(1999-2002) : Diploma in Multimedia (Programming)

Secondary Level : Sekolah Menengah Bandar Baru Bangi
(1996-1998) : Sijil Pelajaran Malaysia

SKILLS

Language Proficiency

| | Speaking | Writing | Reading |
|----------------|-----------------|----------------|----------------|
| Malay | Excellent | Excellent | Excellent |
| English | Good | Good | Good |

Computer Literacy

- MS Word
- MS Excel
- MS Access
- MS Power Point
- Business Object
- Computer Languages : C++, Visual Basic (VB), HTML, Java programming, Macromedia Director etc.
- System - The Frame, Premium and Premia System, Synergy System.

Personal Traits

- Self independent attitude, capable of working under and without or minimum supervision
 - Proactive and committed towards organizational mission, objectives and policies
 - Confident, fast-learner, able to work under pressures, willing to improve self-weaknesses, creative and resourceful sense of responsibility
 - Matured, friendly, organized and good communication
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WORKING EXPERIENCE

| | |
|-----------------|---|
| Company Name | : ACR Retakaful Berhad. |
| Position Title | : Technical Assistant (Reinsurance Underwriting Operation) |
| Position Level | : Executive |
| Job Description | <ul style="list-style-type: none">: Providing technical and administrative support to underwriters for the capturing and data entry of Retakaful/ Reinsurance risk records into the Database System for both Facultative and Treaty Program written by the company (ACRR) by classes i.e. PEN, Casualty, Marine etc.: Major handling is on Treaty for both Proportional & Non-Proportional program.: Serve South East Asia (Local) and Middle East Market.: Review Fac. PEN business written by u/w and prepare RMS accumulation data.: Set up policy contracts for Treaty IGT (Inward Retro) – Local and Middle East.: Assist underwriter in preparing Treaty Pricing.: Follow up with Clients and Brokers on treaty wording and related documentation, e.g. closing, slips including the return signed contract documentation;: Review and maintain the accuracy and quality of underwriting data entered in system.: Liaise with Technical Accounting: Match underwriting records against Finance Department's monthly exceptional Reports to identify and rectify gaps, i.e. outstanding statements and errors in recording.: Records management – Organize, maintain and filing of information including review and streamlining of filing system.: Report generation for portfolio review, analysis and reporting i.e. exception report, timeliness report etc.: EPI revision to ensure pipeline clear from overstate premium.: Managing queries in relation to technical issues in the various lines of business.: Take part in process development & deployment.: Assist underwriters to collate information from Synergy and related processes in preparation for a new underwriting information system or platform.: Provide support to Head of U/W with the review of underwriting workflow and processes to achieve continual improvement in the operational efficiency and standardization; and: Any other related duties as instructed by the Company from time to time in order to achieve Company's objectives and/or targets. |
| Date Joined | : October 2012 |
| Date Left | : Still working |

Company Name : **Catlin Labuan Limited**
Position Title : **Reinsurance Assistant**
Position Level : **Junior Executive**
Job Description :
Performed daily processing and technical entries for inward Treaty and Facultative i.e. New Biz, Renewal, Endorsement and cancellation for all classes.
: Served Europe business written under Catlin Re Switzerland.
: Claim processing for Catlin London i.e. claim opening, assessment, update reserve and claim paid. Authority to approve claim up to USD 250,000.00 our share.
: Claim assessment and approval for all classes under authority.
: Check and process Treaty Statement or Statement of Account and ensure booking tally with system.
: Investigate financial and ensure any discrepancy can be resolved and case can be closed.
: Assist team leader in management of work and segregation of task.
: Communicate with Catlin Re Switzerland and London for any queries and doubt.
: Performed other additional task that required by company time to time.

Date Join : May 2011
Date Left : October 2012

Company Name : **HSBC Electronic Data Processing Sdn Bhd.**
Position Title : **Global Support Executive (Singapore General Insurance)**
Level : **Junior Executive**
Job Description :
Undergone training for migration processed at HSBC Insurance Singapore for a duration of 1 month.
: Migration objective is to transfer Personal Lines process to be done at HSBC Cyberjaya (Shared Services) from HSBC Singapore office.
: Major role is to conduct training for back office process to the trainee and ensure that the delivery and migration successful.
: Products involve such as Travelsurance, Accidentsurance, Hospitalsurance, Fire Credit Risk (PL and Commercial), Homesurance, Homecare, Housesurance, Interim fire, Fire All Risk, Accidentguard.
: Guide the team if there's any doubt and queries in process.
: Monitor on error and TAT of the team to ensure SLA were achieved.
: Follow up with HSBC Singapore for inconsistency and incomplete data data received.
: Involved in technical entries for New Biz, Renewal, Endorsement and cancellation.

Date Join : April 2010
Date Left : May 2011

Company Name : **Cimb Aviva Assurance Berhad/ Cimb Aviva Takaful Berhad.**
Position Title : **Policy Processing, Servicing and Underwriting Clerk.**
Level : **Non Executive Level.**
Job Description : Focus on administrative of works under Document Management Center Unit. Task involved migration of data from hard copy to soft copy (CAAB).
: Data entry for Non-Motor Takaful Products such as Fire/ Houseowner & Householder, Personal Accident Takaful, H&S product, Miscellaneous, Liability, All Risk and Burglary (CATB).
: Assist superior in developing improved work method for both CAAB & CATB.
: Handle all complaint and enquiries from either Bank or Customer.
: Undertake such others responsibilities relating to Company requirement from time to time.
Achievement : Nominated as top 3 in an “Ideas competition” on managing/ reducing company cost and expenses. The idea’s was also selected to present Aviva Malaysia competing Asia Pacific Regional Level.
Date Join : 2007 (CATB)/ 2008 (CAAB)
Date Left : 2008 (CATB)/ 2010 (CAAB)

Company Name : **AMI Insurance Bhd/ Commerce International Group Bhd.**
Position Title : **Policy Processing & Servicing Clerk**
Level : **Non Executive Level**
Job Description : Responsible in issuance of insurance policy documentations and perform other general administrative work related to policy processing department for AMI Insurance Bhd/ Commerce Assurance Bhd under Financial Institution (Bancassurance).
: Processed both New Biz and Policy Servicing.
: Lead endorsement unit and ensure all amendment to be done on timely manner as well as supervised temporary staff.
: Assist executive on management as well of restructuring of process work flow and work method in order to achieve overall process
: Partly involved capturing data for Marine Classes.
Achievement : Renewed 60,000 policies for Fire and Houseowner/ Householder under Bancassurance and complete the task on TAT.
Date Join : 2003
Date Left : 2007

Course Training Attended.

IN-HOUSE TRAINING ATTENDED

- Compliance - Legal & Secretarial, Finance, Internal Audit, Information Technology, Underwriting, Motor Claims, Non-Motor Claims, Processing.

- Customer Service Training, Introductory Course in Insurance, Motor Insurance(Introduction), Fire Insurance(Introduction), Motor Insurance(Intermediate),Team Alignment Program, Clerical Development Program, Risk Management & AMLA/CFT, Overview on Products & Application Life, General & Takaful, Winning Interpersonal Relationship, AMLA short test.

- HSBC process training at Singapore for 1 month.

- In house Catlin Introduction Training, Reinsurance training, Claim Reinsurance Training.

- Malaysian Institute of Insurance – Foundation Course in Reinsurance Accounting

EXPECTED SALARY

MYR 5000.00 – Negotiable

CURRENT SALARY

MYR 3780.00

Notice Period – 3 Months

REFEREES

MDM. BETTY PHUA

*SENIOR MANAGER (Ex Head of Department at AMI Insurance/ Commerce International Group Berhad)
Processing Department*

Allianz General Insurance Berhad

Kuala Lumpur

Tel : 019-3365115 (Mobile)

AZWAR MOHD HANIF

*Vice President (EX Head of Department at ACR Retakaful Berhad)
Marine Business Department*

Axa Affin General Insurance Berhad

Kuala Lumpur

Tel: 012-3251359 (Mobile)