



SIBI Cherian

Insurance & Sales

I am confident that this goal can be accomplished because I have a good history in the insurance sector and great analytical, research, and statistical skills. Years of working as an insurance underwriter for many organizations gave me crucial first-hand information and improved my ability to assess risks, manage records, draft policies, and make decisions. Continuous improvement as an insurance underwriter is one of my goals. Having stated that, I am sure that I will benefit the business.

Contact

- 054 427 3887
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- Sharjah, United Arab Emirates
- Indian/U 20540229
- 30-5-1988
- UAE Driving License

Soft Skills

- Communication skills
- Teamwork and collaboration
- Creativity and innovation
- Interpersonal skills
- Emotional intelligence
- Time management

Expertise

- Customer Relationship Management
- Branch Enquiry & Complaint Handling
- Data Processing
- MS Office
- SAP System (FICO MODULE)
- Automated accounting system (ERP)

Language

English	— — — —
Arabic	— — — —
Hindi	— — — —
Malayalam	— — — — —

Experience

Accounts Assistant/ Business Development Executive Glowmax Automotive Repairs and Services | Kerala | India 2019 - 2021

- Prepared financial documents such as invoices, bills, and completed financial reports on a regular basis
- Collected payments whether in cash, cheques, card, or online transactions
- Processed all transactions effectively and timely
- Reconciled cash register towards the end of the day by balancing all cash, cheques, and card
- Performed financial transactions in a fast-paced environment to make customers happy
- Created all journal entries and vouchers e.g. payments and receipts
- Maintained the record of bills, invoices, and payments
- Supported the team by successfully assisting with accounting tasks
- Maintained operational efficiency to ensure proper money handling practices
- Facilitated payment of invoices due by sending bill reminders and contacting clients

Insurance underwriter/ Business Development Executive Al Qandeel Insurance services LLC | Muscat | Oman 2012 - 2019

- Issued policy documents as per the agreed terms and underwriting guidelines
- Underwrote products and policies within strict company guidelines
- Collected detailed information, proposal forms, and evaluated them based on the standard underwriting guidelines
- Used underwriting software to analyse the risk profile of the potential client
- Confirmed the completeness and accuracy of all information provided by the customer
- Identified the clients insurance needs
- Explained the coverage and benefits of the insurance policy
- Assisted the clients at the time of renewals, claims, and selling additional lines of coverage where applicable
- Secured new clients, generated new business, and maintained the highest level of customer service
- Maintained relationships with new and existing clients by calls, visits, and to ensure timely renewal
- Operated underwriting software and ensured policy files were properly maintained
- Prepared sales quotations and followed up with clients on potential sales
- Meet sales targets and prepared weekly and monthly sales reports and submitted to the management
- Reviewing and coordinating all related documents for passing endorsements such as name transfers, Geographical area of extensions, period extension and cancellations

Education

Bachelor of Commerce University of Kerala
Diploma in Computerized Financial Management & Tally

Achievements

- Increased the client base of the company by using diverse business solicitation methods.
- Generated extensive growth and exceeded the organization's strategic plan expectations for profit and growth.

Area of Expertise

- Excellent supervisory and monitoring skills.
- High proficiency in analytical, statistical and mathematical evaluations.
- Solid working knowledge of MS Office with a strong level of proficiency in Excel
- Proven ability to quickly learn and use new technologies and tools.
- Astonishing team working and building skills.
- Capable of recognizing and analyzing problems and can arrive at the optimum solution.

References

- Reference Will Be Provided As Per The Request.

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars

02-03-2023

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