

Bashir Al-Tahir Abdul Raheem

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ACADEMIC QUALIFICATIONS:

Bachelor Degree in Business Administration (Banking & Insurance) from Omdurman Ahlia College, 1991

High School Certificate from Khartoum North Secondary School, Sudan, 1987

JOB EXPERIENCE:

Property Management, Sudan (2012 – Present)

Manager, Property Management Operations:

- Supervise the operational section of properties.
- Prepare financial statements.
- Oversee maintenance workers.
- Negotiate with suppliers, vendors, and contractors.
- Decide rental income rates.
- Provide financial and legal counsel for property owners.
- Manage the purchase, sale, rental, or development of properties.
- Monitor real estate income and expenditure, as well as collecting payments.
- Determine rental income and negotiate lease agreements.
- Authorize maintenance, repair, equipment, and supply expenditure.

BUROOJ PROPERTIES,UAE (April 2008 – 2012)

Manager, Property Management Operations:

- Managing the process of receiving & releasing the Properties
- Managing all the correspondence between Burooj and Landlords, Tenants, Government & Semi-government Sectors and Banks
- Managing the process of the renewals & the follow-up of lease contracts & payments
- Managing the legal cases related to the Property Management

Insurance Advisor for the company to find the suitable cover for the properties & projects under BP management



ABU DHABI NATIONAL TAKAFUL COMPANY, UAE (2004 to 2008)

Assistant Manager (Claims Dept.):

Assisting the Head of Claims in all Non-Motor Claims (Marine, Fire & General Accident, Engineering and life). My duties include but not limited to the following:-

Respond to customers' claims intimations.

Conduct claims' surveys and appoint /follow-up with loss adjusters when appropriate.

Negotiate the claim with the claimant /loss adjuster and other parties for proper adjustment.

Follow up on recoveries, where applicable.

Prepare claims and loss ratio statistics for the advantage of proper underwriting

Assistant Technical Manager:

Assisting the technical manager in all matters related to the department such as business management, rating and risk valuation

Contacting Customers & Insurance Brokers

Supervising the issuance of insurance policies



ARABIA INSURANCE COMPANY (1994 to 2004)

In charge, Marine Cargo Dept.:

Running the Marine Underwriting and Claims Dept. Duties include the management of the Department's portfolio starting from risk assessment, quoting, processing various correspondence and Policies, reporting to Head Office overseas and other daily routine work. That includes but not limited to:

- Following up with major clients.
- Responding to Customer's Technical Queries.
- Preparation of various reports and statistics for different purposes including evaluation and planning of underwriting strategies.
- Issuing various classes of Insurance Policies, Endorsement and Certificates.
- Handling daily routine work.
- Conducting surveys for small scale claims
- Preparing Tenders/Quotation.
- Corresponding with clients and H.O overseas.

- Preparing monthly premium production reports to management.
- Handling related branches work in Abu Dhabi City.
- Coordinating with other departments in respect of various mutual issues.
- Replacing any of the staff in the Fire, General Accident or Motor (Underwriting and Claims) during their leaves or when ever needed.

☞ **Western Islamic Bank, Sudan (1991 to 1994):**

Working in the following Departments:

- Clearance Department: Receiving and depositing cheques.
- Loans Department:
 - Assessment of the application form completed by the customers.
 - Evaluating the proposal and submitting recommendations for managerial decision.
 - Follow up with customers on installments recovery.

LANGUAGES:

Arabic and English (R, W & S)

PERSONAL DETAILS:

Date of Birth : 1966
Nationality : Sudanese.
Driving License : Valid UAE Driving license
Marital Status : Married