



PROFILE

A diligent and detail-oriented Insurance specialist with experience supporting insurance procurement and administrative processes. Proficient in policy documentation, vendor management, and compliance tracking. Skilled at analyzing insurance contracts, negotiating terms, and optimizing coverage to reduce risks and costs. Adept at maintaining organized records, coordinating with suppliers.

CONTACT

Phone: +971503376923

EMAIL:
Basemabdalaal067@gmail.com

Address: Dubai, UAE

Birth day: 01 DECEMBER, 1998

LANGUAGES

Arabic : Native Language
English: Good.

Skills:

- Ability to work on your own initiative and as part of a team
- Meticulous attention to detail.
- Excellent interpersonal and communication skills, including good presentation and report writing skills

BASEM MOHAMED

EDUCATION

BACHELOR DEGREE OF COMMERCE, ZAGAZIG UNIVERSITY 2016 – 2020

WORK EXPERIENCE

ACCOUNTANT ASSISTANT , AL SANAM CONTRACTING COMPANY LLC. DUBAI, UAE. 03/2022 – NOW

- WORK AS A DATA ENTRY
- RESPONSIBLE FOR PETTY CASH , TRANSFER MONEY AND PAYROLL
- RESPONSIBLE FOR ENTERING INVOICES, PREPARING AND SUBMITTING

TAX REPORTS

AL NADA REAL ESTATE 04/2018 - 07/2021

- ENSURED A SMOOTH CUSTOMER EXPERIENCE
- ANSWERED ALL CUSTOMER INQUIRES IN A HELPFUL AND CORDIAL WAY
- IN MANY WAYS, YOU WILL FIND BUYERS TO MARKET AND PURCHASE PROPERTIES AT THE RIGHT PRICE
- ABILITY TO IDENTIFY CUSTOMER NEEDS

SKILLS

- MICROSOFT OFFICE PACKAGE
- EXCELLENT INTERPERSONAL AND COMMUNICATION SKILLS , GOOD PERSENTATION AND REPORT WRITING SKILLS
- ABILITY TO WORK ON YOUR OWN INITIATIVE AND AS PART OF A

TEAM