Personal info.	**Name** : **Mahmoud Abdullah Shoeib** **Address** : **Mansoura , Egypt** **e-mail** : **Mahmoud.shoeib@yahoo.com** **mobile** : **(+2) 0111 93 91 355** **home phone** : **(+2) 050 498 0500** **date of birth** : **1st may., 1990** **age** : **28** **Marital status** : **Single** **Military status** : **Exempt final** **Nationality** : **Egyptian**

Education:

- **Zagazig university, faculty of commerce**
BSC in commerce, accounting section
General Degree :- Very Good   2007 - 2011

- Diploma in Insurance , Zagazig university, faculty of commerce
General Degree :- Very Good   2013 – 2015

Current job:

- **Claims Auditor at Misr Life Insurance Company.**
   Job field :

- **Revision... the maturity of insurance policy in it maturity date or death case or insurance policy liquidation or request a loan as collateral for the insurance policy in technical revision.**
- **Review claim files to ensure compliance with company policy and quality standards.**
- **Investigate, evaluate, and settle insurance claims**
- **Determine whether the insurance policy covers the claimed**
- **Decide the appropriate amount the insurance company should pay**
- **Analyze information in insurance applications and examining insurance proposals**
- **Collecting back ground information and determine the risk of insuring a client**
- **Screen applicants on the basis of set criteria**
- **Confer with legal counsel on claims when needed**
- **Authorize payments**

previous job:

- **Life insurance supervisor and regulator, the department of financial products approval at The Egyptian financial supervisory authority from 2015 to 2016.**

	- **Life insurance underwriter at Misr life insurance Company from 2012 to 2015.** **Job field :** - **Studying insurance proposals.** - **Gathering and assessing background information in order to effectively assess the risk involved.** - **Calculating possible risk and deciding how much individuals should pay for insurance (the premium).** - **Computing results for appropriate premiums using actuarial information, other statistics and own judgment.** - **Negotiating terms with policyholders.** - **Deciding whether the risk should be shared with a re-insurer.**
Work training:	- **Experience equivalent to 2 years from the Office of chartered accountant (Mr.OsamaWageh), certified by the Egyptian Foreign Ministry and Ministry of Justice.**

Training course:	- **Training on the accounts and documents and the budgets of industrial companies, commercial and service effective from the beginning of the daily restrictions and registration books of daily U.S. and prepare financial statements**
	
	- **Intensive training on the preparatory work of the specialized accounting and developed in accordance with Egyptian Accounting Standards and include: tax accounting - Preparation of inventory adjustments - Financial Statements - Financial Analysis - International Trade accounts and banking transactions.**
	- **Practical Computerized Accounting by using:**
	    - **Commercial Advanced Excel**
	    - **Peachtree**

Certificates of training course:	- **Certificate of The new trends in Management from CMD-Center of Management Development.** - **Certificate of experience equivalent to 2 years from the Office of chartered accountant (Dr.OsamaWagea), certified by the Egyptian Foreign Ministry.** - **Certificate of using ICDL (International Computer Driving License) from UNESCO.** - **Levels of General English language Courses from the British Institute.**
Language skills:	- **Arabic: Mother Tongue** - **English: Very good in writing, reading & spoken**

Computer skills:	- **Proficiency in MS-Dos,** - **MS-Excel,** - **MS-Word,** - **MS- ACCESS** - **Power point and Internet.**
personal skills and interests :	- **Hard worker.** - **Work under pressure.** - **Self-motivated.** - **Fast learning.** - **Always updating myself with new techniques.** - **Enjoy working with people to inform, help, train & develop them in some way.**
Objective:	- **Looking for a position that meets my qualifications, where my skills could further by applied and builds upon.**