



Sheroze Khan

Experience

January 2014 to Present

Document Controller • Abu Dhabi National Insurance Company ADNOC.
(Outsource visa – ADNOC)

Responsibilities as Document Clerk at (Motor Underwriting).



Khalifa Street, Abu Dhabi
UAE



+971-5454-07659



Khan.shehroz1@hotmail.com

- Before starting any business making sure to collect client KYC (Know your customer) mandatory required documents – reviewing the KYC & sharing with authorized department for the final review and confirmation.
- Uploading client KYC to E-portal for the Audit review
- EastNest AML Web Platform (Screening)
- Preparing necessary documents to open new account for client in finance division.
- Replying to customer emails as per their quire/requirements
- Keep recording client complaints for the future reference & making sure to not repeat the same
- Typing quotation & memos as per the senior staff request
- Preparing acknowledgement letter for the dispatch documents
- Answering to the customer calls & forwarding to concerned department/person
- Keep tracking (new & renewal business) follow up through IBHAR software
- Uploading client policy cover documents to (SAP Ariba software - ADNOC)
- Onboarding vehicles for IMC services (CIMS)
- Time to time updating client/policies data in system
- Vehicle claims checking for new business
- Requesting stationery for staff and distributing it as well
- Supporting staff as per their needs & requirements
- Filing, Faxing, Binding, Copying, Scanning

Medical underwriting experience

- Uploading medical claims to the system
- Creating batch for groups claim
- Creating new ID for claim with client data
- Communicating with clients through (Calls /Emails) for the missing requirements

Storekeeper experience

- Maintain receipt, record and withdrawals of the storeroom
- Receive unloads and shelves supplies
- Perform other stock related duties including returning, packing, pricing and labeling supplies
- Inspect deliveries for damage or discrepancies report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping in manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight the movement of equipment and necessary minor repairs skills operate common office equipment's

Responsibilities as a Document controller at CAMP N.G.O Islamabad, Pakistan since Jan 2011 to Nov 2013.

- Preparing Reports, documents and spreadsheets
- Encoding documents and letters that the staff need
- Arranging selecting files that are important
- Assisting staff in looking for the files they request
- Organizing all the paper documents files of the department
- Make sure store tidy and clean on regular basis
- Make sure all placed in order on designated shelves
- Make sure all boxes are emptied
- Make inventory in the system and keep record about file requirement

Education

- S.S.C, From Board Of Intermediate And Secondary Education Peshawar Pakistan

Extra Skills

- Certificate of AML/CFT Motor Underwriting Departments- 2023 From ACAMS Academy
- Certificate of Fraud For Insurance (General Course- 2023 From ACAMS Academe

Skills Acquired

- Proficient in MS Office (Word, Excel, Power Point Outlook, and internet surfing
- Good in English usage, spelling, grammar
- Modern office methods, procedure , and equipment; business correspondence and reports
- Certificate to attend coaching and training in CAMP
- Customer services oriented
- Clerical work and encoding

Languages Knows

- English, Urdu, Hindi, Hinko, Pushto (Beginner in Arabic)

Personal Details

- Passport No: FH4125212
- Nationality: Pakistani
- Marital Status: Single
- Date Of Birth: 20th Aug, 1993

Reference

- Mr. Alaa Mahdy Naama (Motor Underwriting Vice President)
- a.naama@adnic.ae
- +971- 02 - 4080314

