



Education:

Sudan University of science and technology 2012 Khartoum – Sudan
Bachelor of Science in Economics

- Languages Arabic (mother tongue) & English fluent
 - Excellent MS office and IT skills
 - Valid Driver's license
 - National Service accomplished
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Work Experience:

El-Dorado Insurance Broker (Willis Towers Watson Egypt), Senior Account Manager, 01/06/2020 – Present

- Client Service encompassing all lines of businesses.
- Review Contracts and Documents.
- Consistent and reliable global client service.
- Detailed risk management analysis
- Program development, coverage design and policy analysis.
- Prompt resolution of client, insurer and vendor accounting issues.
- Global Client Management.

**Dal Group (Dal Innovative Agriculture Company), Rental Service Coordinator, 12 /06/2019 – 31/05/2020
Khartoum - Sudan**

- Office Management.
- Contract Administration
- Equipment's Delivery and operation coordination.
- Inventory control.
- Fleet management.
- Operation monitoring.
- Customer Handling.

**Bollore Transport & Logistics (Sudan) LTD, Administration & Insurance Officer, 01/11/2015 – 01/03/2019
Khartoum - Sudan**

Administration:

- Obtaining suppliers quotations with preparation and processing of purchase orders
- Managing fuel purchasing and distribution for the company's vehicles and Generators
- Managing travel arrangements for business directors and employee from contacting the travel agencies to obtain quotations and process the Entry Visas, Travel Authorization Forms.
- Arrange hotel reservations for the company's visitors.
- Coordinating, planning, and arranging company's enteral events, including organizing catering
- Manage office services provided to ensure high quality
- Managing company fleet and ensure all vehicles properly maintained
- Ensure that company records are properly updated and kept.

Insurance:

- Manage company's insurance policies
- Manage staff health Insurance contract with insurance companies.
- Manage relations with insurance companies regarding policies issuing, renewals and ongoing matters
- Handling all Litigation – non litigation claims with customers in and outside Khartoum.
- Following up outstanding legal issues “contracts – legal cases “and liaising between the company & legal parties
- Submitting Monthly & quarterly Report for all claims and Insurance contracts to the regional legal office in South Africa, and seek any necessary approval for any further advises.
- Drafting company formal letters & other Documents related to claims and insurance

Albaraka Insurance Company LTD (Technical assistant in reinsurance department) 01/04/2014 - 31/09/2015
Khartoum, Sudan

- Policies Revision & Risk placement
 - Underwriting Treaty and Facultative Reinsurance Business
 - Following up outstanding reinsurance business
 - Preparing, posting Monthly & Quarterly Reports
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Courses & Training:

- Advanced Reinsurance “Ghana Reinsurance Company LTD”
 - General Insurance “Jordanian for capacity building”
 - Customer relationship management “The European & African Centre for Research Training & Development”
 - Human Engineering skills “The European & African Centre for Research Training & Development”
 - Computer skills “Sudan University of science and technology”
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- Razaz Alrabaa

HR and admin Manager

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Bollere Transport & Logistics (Sudan) LTD

- Shihab Babker

Rental Service Manager

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Dal Group