

Hatim Fath-Elrahman Hassan Mohammed

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Personal Information

Birth Date: 27/11/ 1983
Nationality: Sudan
Residence Location: Al Khartoum, Sudan
Marital Status: Married

Education

- June 2009: **New horizons, Alexandria, Egypt**
Oracle Database 10g Administrator Certified Associate (OCA).
-Create database.
-Create and add users of database.
-Using (RMAN) for backup.
- April 2009: **New horizons, Alexandria,, Egypt**
Oracle Database 10g Administrator Certified Professional (OCP).
-A good knowledge of Backup and Recovery.
- A good knowledge of physical database design.
- A good knowledge of Oracle security management
- January 2008: **Bayan College for Science and Technology,**
Al Khartoum, Sudan
Bachelor in Information Systems

Professional Experience

Summary

Company Name	Position	Dates
Islamic Insurance Co. Ltd	Head of Marketing Department (Medical Insurance).	September 2018 – February 2020.

Responsible for :-

- Pricing and Submit Medical Insurance offers.
- Create appropriate plans for develop the products.
- Study the similar market and submit proposals for developing business.
- Establishing good relationships with clients.
- Attract new clients.

Company Name	Position	Dates
Taawuniya Insurance Co. Ltd	Head Of Medical Insurance dept.	April 2016 – September 2018.

Responsible for :-

- Undertakes planning, organizing, coordinating and monitoring all matters related to the medical insurance department.
 - Participates in defining the department's policy.
 - Reviewing incoming and outgoing reports to and from the department.
 - Study the problems that arise and develop solutions to them.
 - Supervising the contracting with medical service providers in accordance with the appropriate standards and prices.
 - Supervising the pricing of medical insurance policies.
 - Supervising the progress and settlement of claims.
 - Participate in planning a reinsurance agreement.
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Company Name	Position	Dates
Islamic Insurance Co. Ltd	Medical Insurance dept.	October 2011 – March 2016

Responsible for :-

- Execute and develop Claim Department initiatives and high level strategies.
- Investigate, evaluate and settle claims, applying technical knowledge and human relations skills to effect fair and prompt disposal of cases and to contribute to a reduced loss ratio.
- Manage claims Auditors to ensure that adjusters have followed proper methods.
- Process claims within designated authority level.
- Manage the Entry of claim payments on computer system, inputting concise yet sufficient file documentation.
- Verify and analyze data used in settling claims to ensure that claims are valid and that settlements are made according to company practices and procedures.
- Maintain claim files such as records of settled claims and an inventory of claims requiring detailed analysis.
- Report overpayments, underpayments, and other irregularities.
- Communicate with Insurance Companies to obtain information necessary for processing claims.
- Prepare reports to be submitted to Operations Manager, Insurance Companies and Medical Providers.
- Review Monthly Payment Reports with Medical Services Providers to discuss differences in price list or any other payment problems-If needed-.
- Sign and forward claims summary to Finance department.
- Present data entry report on each employee.
- Confer with end users to define or implement medical system requirements.
- Issue Medical and travel insurance policies.

Company Name	Position	Dates
Women Center For Human Right	Part-timer in IT dept.	August 2009 – April 2011.
Responsible for :-		
0-Network monitoring & maintenance		
1-Computer maintenance.		

Company Name	Position	Dates
AL-BARAKA BANK (SUDAN)	Training in IT dept.	November 2009 – January 2010
Responsible for :- 0-Network monitoring & maintenance 1-Computer maintenance. 2-daily report about database performance.		

Computer Skills:-

Skill

Database Design using Oracle/SQL and Access

Proficient in Microsoft Office tools and applications

Proficient in all Internet operations

Languages

Language	Skill Level
English	good
Arabic	Mother tongue

References

Name	Job Title
AHMED ABDEL RAHMAN AHMED ELARASH	Assistant General Manager for Takaful and Medical Insurance Islamic Insurance Co. Ltd
Kamal Ibrahim Ahmed	Assistant General Manager for Takaful and Medical Insurance Taawuniya Insurance Co.
Musab Mohamed Osman	Underwriting Manager-Medical Insurance Islamic Insurance Co. Ltd