

CURRICULUM VITAE

Mr. Farukh Rashid

Contact No.:- +91 8750823467

E-mail ID:- iamrashid1947@gmail.com

CAREER OBJECTIVE:

To concern with an organization which provides challenging opportunities and gives a platform to enhance my skills.

PROFESSIONAL QUALIFICATIONS:

Course	University/Board	Year of Passing	Remarks
Fellowship Diploma	Insurance Institute of India	Preparing	Only 02 subjects are left
Associateship Diploma	Insurance Institute of India	2023	
Licentiate Certificate	Insurance Institute of India	2022	
Bachelor in Commerce	Delhi University	2023	
12th	CBSE	2020	
Advance Diploma in Computer Applications	Web Net Infotech	2019	
10th	CBSE	2018	
NCC	A certificate	2020	

EXPERIENCES:

- 06 months teaching experience in Aakash Public School
- 01 year experience as an assistant loss adjuster in M/s N-Kumar ISLA Pvt. Ltd.
 - ✓ From 2020 to 2021 in Marine department
- I have more than 02 years experienced as a loss adjuster in M/s SKAAD Insurance Surveyors & Loss Assessors Pvt. Ltd.
 - From 2021 to 2023, in Fire, Misc., Engineering department as a senior claim handler
- Empaneled surveyor in KG Association Pvt Ltd from 2023 till now

RESPONSIBILITIES:

- Preparing the Immediate Loss Advice/Interim Report/Status Report and LOR (Letter of Requirement) for all the lodged Insurance claims.
- Regular follow-ups with Insured, Insurers and broker.

- Co-ordinate with various clients/ Insured and Insurance brokers over mail and phone as well.
- Maintain MIS as per requirement and complexity of claims on daily basis.
- Scrutinizing of all available documents/clarifications/ details for preparing assessment of loss and assessed the actual loss.
- Occasionally communication with Insured, Insurer and clients on email to settle/close the claim within stipulated period as per IRDA guidelines.
- Making Survey Fee Bill based against prepared report and loss working as per IISLA guidelines
- Submitting Final Survey report based on terms and conditions of respective policy.
- Preparing policy refund verification report, risk inspection report as well PDI.

SUMMARY:

- Job oriented and concrete belief in smart work
- Eager and open to learn and apply new skill set
- Ability to work both independently and collaboratively
- Successfully prioritize and manage multiple tasks simultaneously, ensuring timely completion of high quality work.

IT SKILLS:

- Proficient in Microsoft Office (i.e. Excel, Word, Outlook, etc)
- Excellent typing speed with high accuracy
- Basic computer hardware knowledge to troubleshoot & diagnose the error and ability to resolve it

PERSONAL HOBBIES:

- Listening to music and interacting with people
- Reading educational books
- Exploring tourist places and capturing moments

PERSONAL DETAILS:

Father's Name	:	Mohd. Harun Rashid
Date of Birth	:	30 th September 2000
Gender	:	Male
Marital Status	:	Married
Language	:	English & Hindi

Place: New Delhi

(Farukh Rashid)