**Tasneem Mohamed Elsebaey**

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**Country:** Cairo

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**Personal Data:**

* Date of Birth :( 30-6-1989) 32 years old.
* Marital status: single.

**Objective**:

Seeking a challenging position in a well reputed establishment, where by my educational background and interpersonal skills can be applied and fully developed within a team work and creativity –encouraging environment, applied new ways for targeting jobs.

Marketing position will be preferable, that I can demonstrate my technical and business skills to be contributing for the company benefits.

**Education:**

I graduated from the Modern University for Technology and Information “M.T.I”

Faculty of: Mass communication

Major: PR & Advertising

With a GPA: 2.948

General Estimate: Very good.

**Computer skills and languages:**

* Computer is very good**.**

I took the training courses in web design using Adobe Photoshop & flash.

Internet applications

I took the training in I.C.D.L**.**

I use program “Banana Accounting “&”eBao”

Having advanced internet skills.

* The English language is very good.
* The Turkish language is good.

**Employment History:**

(Dayman ashab دايماّ أصحاب “from January2012- February2013”)

Secretary

* Providing secretarial support, including diaries, telephones.
* Organization of meetings and conferences.
* Using computers and the internet.

(Quality Company “from March 2013 – July2013”)

Telesales

* Telephone sales I sell the products and services by phone.
* Using computers and the internet.
* Work under great pressure to achieve the desired profit.

(ACE Life Insurance Company “from August 2013 – March 2014”)

Telesales

* Marketing insurance policy over the phone.
* Work under great pressure to achieve the desired profit.
* Explain the advantages of insurance policy in a short time for the client.

(Chubb Insurance Company “from April 2014-June2017”

Collection Rep Credit Card

* Withdrawn from C.c to client
* Handel the client to collected the premium
* Make report to cash & C.c

(Chubb life insurance Company “June2017-OCT 2018

Branch coordinator

* I’m responsibility to branch to handle everything inside it
* Enter in system data to all client (Data entry)
* H.R representative
* Make report to income and out com inside our branch
* Finance
* Administration
* Customer service

Chubb life insurance Company “NOV 2018-Now 2019

Senior Underwriting Administrator

* Modification non-technical
* Handel any data entry – and enter at system
* Document any paper coming out of the department by Email.
* Revisions all policies
* Study simple case

**Personal skills:**

* Can handle high responsibilities and pressured assignments.
* A supportive team worker and can deal with individual tasks.
* Problem solving skills.
* Good scientific behavior and action taking steps.
* Capable of dealing with various society ranges.

**Personal characteristics:**

* Excellent oral and verbal skills.
* Analytical thinker.
* Team worker.
* Hard worker enthusiastic, motivated and a fast learner.
* Organized
* Quality-oriented

**Thanks for your time**