


Zeina Imad

 Deir Koubel, Bchamoun/Aley St., Lebanon

 +96171165356

 zeina.emad@lau.edu

Personal statement

A hardworking and professional underwriter/accountant with extensive experience in insurance industry, business field, currently seeking a new position as a senior insurance accountant. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results. Recent achievements with my current employer include working on automating certain tasks and implementing them on the system.

Recently started taking CII courses to widen my knowledge in insurance.

Key Skills

- 80 words per minute typing
- Proficiency in all areas of Microsoft Office, including Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal

Employment History

Accountant/Underwriter, Allianz SNA, Lebanon

(May 2014 – Present)

Achievements and responsibilities:

- Prepared insurance documents (policy documents, certificates, endorsements, schedule, invoice, etc)
- Ascertained that all file documentation complies with underwriting and authority level standards, and passes all audits
- Reviewed new and renewal business requests in order to determine insurability based on corporate guidelines and standards
- Opened, closed and adjusted reserves in accordance with company practices designed to ensure reserve adequacy and accurately paid claims based on policy provisions.
- Preparing Cancellations, loans, boosters and university tuitions of the policies.
- Responsible for calculating periodical contributions required to a pension fund or health benefits plan.
- Accounting and reporting for the insurance, health plans, pension plans, proper maintenance of sub-ledgers and processing of journal entries, assisting in the preparing of balance sheet account reconciliations.
- Organizing contracts of suppliers and performing their integrity screening

Teacher, German School, Lebanon

(September 2012 – July 2013)

Achievements and responsibilities:

- Handling unit plans for KGs
- Managing little kids actions in class
- Organising stationery orders and liaising with suppliers to meet business requests
- Preparing for educational events
- Establishing games to entertain kids

Education

Lebanese American University

(September 2008 – June 2011)

Banking & Finance:

- Managerial Finance
- Micro Economics
- Accounting

Chouf National College

(September 1996 – June 2008)

Grade 1 till 12 (Life Sciences)

Hobbies & Interests

- Traveling
- Music
- Outdoor Activities
- Psychology & reading personalities



References

References are available upon request.