

MAYA IZZAT

| PERSONAL INFORMATION

Date of Birth: July 20, 1990

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Mobile : +961 3 794 084

Nationality: Lebanese

| PERSONAL SUMMARY

I am a team player with excellent communication skills, also possessing valuable experience of working with financial institutions and related services.

I am passionate about providing quality service in view of punctuality. Have an enthusiastic attitude and work hard to ensure optimal delivery of duties, with values such as good practice is to be demonstrated within the working environment. Presently looking for a position that offers great training and long-term career development opportunities.

| ACADEMIC QUALIFICATIONS

The Chartered Insurance Institute (CII) UK

Certificate in Insurance (General Insurance, Motor Underwriting)

Middlesex University Dubai 2014- 2015

Business Administration – (not graduated)

USJ faculte de gestion et de management Beirut (2007-2009)

Gestion et informatique (accounting)

Immaculee Conception Des Filles De La Charite - Achrafieh (FDLC) 2003 – 2006

Bachelor Degree in Accounting – “Baccalaureat Technique de Conptabilite et Informatique”

Ecole Secondaire Des Filles De La Charite - Achrafieh

General Certificate - Secondary Education - French

| LANGUAGE SKILLS

- French- Fluency
- English- Fluency
- Arabic- Native

| AREAS OF EXPERTISE

- Communicating
- Administration
- Maintaining Records
- Insurance Underwriting

| EXPERIENCE

Little star atelier Beirut August 2016- present

Marketing and financial manager

- Monitor day to day financial operations within the company, such as payroll invoicing.
- Contract outside services for tax preparation, auditing, banking and other financial needs as necessary.
- Track the company's financial status and performance to identify areas for potential improvements.
- Seek out methods for minimizing financial risk to the company.
- Research and analyze financial reports and market trends.
- Provide insightful information and expectations to the owner to aid in long term and short term decision making.
- Review financial data and prepare monthly and annual reports
- Establish and maintain financial policies and procedures for the company.
- Understand and adhere to financial regulations and legislation.
- Managing all marketing for the company and activities within the marketing department.
- Developing the marketing strategy for the company in line with company objectives.
- Prepare income statements
- Assist with the annual audit

September 2014 – July 2016

APPLAUSE Solutions UAE, Dubai | Junior Consultant

- Preparing reports and presentations based on desk research, working sessions with the customer as well as interviews with personnel and / or market players
- Presenting the findings to the customer
- Coordinating the projects

July 2013 – August 2014

Zurich Insurance Company UAE, Dubai | Underwriting Service Specialist

- Enter, maintain and issue policies within a number of processing systems (SIS, Sigorta, RCT, other)
- Establish customer files on the UW File system (E-File)
- Extract or request data from key operational systems (SIS, Sigorta, RCT, other), perform analysis under guidance of the Line Manager, establish reports on a regular or ad hoc base, input data to consolidate report information into management scorecard
- Support the team in monitoring the existing SLA (data capture and tracking), establish regular SLA performance reports
- Manages own motivation and development ensuring objectives are fully achieved whilst remaining customer focused
- Preparing policy documents accurately which includes wording and clauses.
- Processing policy renewal, new business and endorsements.
- Preparing certificates for various authorities.
- Ensure good customer relations when communicating either in writing and verbally, telephone or in person.

COLLECT SAL - Member of Credit Libanais SAL - Beirut

- Collection of domiciliary invoices through banks
- Collection of bills "door to door"
- Collection of payment orders by credit cards
- Recovery of bad loans
- Collection of invoices

February 2012 – September 2012

ADMINISTRATION OFFICER

- Assist with the preparation of the budget
- Implement financial policies and procedures

- Reconcile the general ledger
- Ensure data is entered into the system
- Prepare balance sheet
- Prepare income statements
- Ensure transaction are properly recorded and entered into accounting system
- Assist with the annual audit
- Maintain financial files and records

January 2011 – January 2012

INSURANCE AGENT at COLLECT SAL

*Management of the following key account(s): MetLife / Alico | Bankers Insurance

- Call on policyholders to deliver and explain policy, to analyze insurance program and suggest additions or changes, or to change beneficiaries.
- Calculate premiums and establish payment method
- Customize insurance program to suit individual customers
- Confer with clients to obtain and provide information when claims are made on a policy
- Perform administrative tasks, such as maintaining records and handling policy renewals

September 2009 – December 2010

BILLING SPECIALIST at COLLECT SAL

*Management of the following key account(s): MetLife / Alico | Bankers Insurance

- Prepare and submit claims to insurance company either electronically or by paper.
- Identify and resolve clients billing complaints.
- Prepare reviews and send clients statements.
- Accounting assistant.
- Process and reconcile a wide variety of accounting documents such as invoices, departmental billing, employee reimbursement, cash receipts, vendor statements, and journal vouchers.
- Prepare and process documents to disburse funds.
- Make deposits and prepare report.

Volunteer