

# Silvana Sleiman

**Address:** Lebanon, Beirut

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## Experience

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Account Executive at **International Brokerage and Consulting Company S.A.L. (I.B.C.C.)**

Lebanon -Beirut

(Part time, Monday and Tuesday from 9 am to 1 pm)

2009 – current

- Follow-up insurance contracts and applications.
  - Sending insurance requests/contacting insurance companies for best deals and prices for fire, life, car and medical insurance.
  - Follow up renewal schedule and contacting clients in order to renew their applications (terms – coverage – sum-insured – premium)
  - Collection (contacting clients with due payments).
  - Monthly reports.
  - Follow-up claims (medical, motors, workmen compensation, general third Party liability, fire, and other general insurance policies).
  - In-charge of client's needs and inquiries.
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## Education

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**Arab Open University (AOU)**

Beirut, Lebanon

Bachelor degree – Computer Science – in progress (2021 – Dec 2024)

**Saint Joseph University of Beirut**

Beirut, Lebanon

Bachelor degree – Insurance Science, 2009

*Thesis:* La loi des grands nombres en assurance

**Maanieh High School**

Beirut, Lebanon

Lebanese baccalaureate II – Life Science, 2007

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## Personal

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**Languages:** English, French and Arabic

**Nationality:** Lebanese

**Place of Birth:** Lebanon