

# MAHER ALABBAD



Dammam, Kingdom of  
Saudi Arabia



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## MANAGEMENT SKILLS

Report & Documentation  
Organizational Structuring  
Administrative Support  
Technical Support  
Policy and Procedures  
Time Management  
Decision Making  
Effective Communication  
Team Leadership  
Performance Improvement  
Problem Solving  
Operations Management

## PROFILE SUMMARY

Resourceful and dedicated insurance professional experienced in market of insurance and providing client's needs of all insurance lines by quoting and creating comparison sheet. Effectively manage multiple, high-priority projects and take pride in providing exemplary customer service. Experienced in a wide range of research activities, HR processes, data entry, administrative and management. Specialize in providing personalized attention in a safe supportive setting and ability to work collaboratively and committed to achieving corporate organizational goals. Key skills include time management organization and well-cultured presentation pattern (written and verbal communication).

**Technical Skills:** Proficient in Microsoft Office, Browsing, Making, Editing Videos and Motion Graphics.

## HIGHLIGHTS

- Skilled insurance professional looking to use policy knowledge to create meaningful relationships with people and businesses.
- Effectively communicates direction, commits people to action, and conveys complex information in understandable formats.
- Success in leading effective strategies to improve understanding of service solutions and comprehensive support as well as foster relationships with strategic partners, and create new work methodologies.
- Customer Service and Employee Relations - Provides exceptional customer service when interacting with clients. Achieved a record number of referrals and repeat business due to lasting relationships cultivated

## PROFESSIONAL EXPERIENCE

### Corporate Bancassurance Assistant Manager

Sept 2021 - Present

#### Arab National Bank

- Responsible for the sales of all insurance products agreed with the insurance companies in the region within CBG/CBD and SME. Plan and execute sales activities for the assigned territory in accordance with the business plan. Supervise sales activities by visits to branches.
- Prepares the long and short-term sales plans, sets and monitors sales targets.
- Responsible for sales numbers in terms of commission income deliverables of the region.
- Handle the referral provided by the non-retail relationship managers to meet, negotiate and sell the insurance products.
- Develop and manage sales strategy for the sales team in the region and implement it according to sales & distribution policy of Bancassurance division. Plan, motivates and lead the sales in the region.
- Liaise with the Bancassurance Division Management for the development of products.
- Assist and participate in trainings. Evaluate the knowledge about the Insurance business sales techniques, and conduct training on timely basis, or as needed.
- Attends to other miscellaneous duties as assigned.

### Motor Insurance Supervisor

Oct.2020 - Aug 2021

#### Saudi Brokers Company Limited.

- Arranged meetings with the team, management, clients, and insurance companies.
- Provided the best coverage to clients (corporate) based on their business needs.
- Developed relationship with insurance companies and clients.
- Organized daily workflow, identify potential issues and recommend viable solutions to maintain smooth, effective, and efficient operations
- Identified and communicated opportunities for change and make cost-effective decisions to increase intrinsic value.

## CORE COMPETENCIES

Investigations

Risk Assessment Mitigation

Evaluation of Liability

Exposure

Claims Reports and

Documentation

Policy Interpretation

Confidential Records

Management

Business Management

Account Management

Product Knowledge

Employee Relations

Bank / Insurance products &  
services

Sales Analysis & Reporting

Market Strategy

### **Broker**

**Mar.2018 – Oct.2020**

#### **Saudi Brokers Insurance in motor department for corporates or individuals**

- Created a brokering slip that fit the client's business activity to request a competitive quotation from the insurer.
- Created a comparison sheet and then send it to the client after receiving different quotes from the insurers.
- Discussed with the client about the offers and gives some advices if needed and sent renewal notice/offer to the clients.
- Provided prompt, accurate and courteous service to insured, sales representatives and insurance companies.

### **HR/Sell Man.**

**Aug.2017 - Jan.2018**

#### **Agon Management, USA**

- Managed and directed marketing strategies and interviews.
- Served as employee relations, training new employees, and performing auditing.
- Served as Human Resource Coordinator, focusing on developing efficient processes using recruiting.
- Organized and managed the office orderly using critical thinking and problem solving skills.

### **ESL tutor in English Language Program**

**2016**

#### **Virginia Commonwealth university**

- Taught students around the University Campus as part of the English language program.
- Evaluated student progress on an individual basis, providing each with periodic feedback and adjusting teaching strategies accordingly.
- Prepared and implemented lesson plans that met overall learning objectives, including improvement of students' grammar, listening, writing and speaking skills.

## **EDUCATION**

### **Bsc in Business Administration and Management**

**2012 – 2017**

Virginia Commonwealth university,

## **COURSES AND CERTIFICATIONS**

- Business Continuity Awareness, Social Media Security Awareness, Anti-fraud Policy, Dealing with Unlicensed Foreign Currency Trading Companies (FOREX), Operational Risk Awareness, PCI Protecting Card Data, and Code of conduct and Banking Practice (ANB Academy Courses & Certifications).
- CII – Award Certificate in insurance from Chartered Insurance Institute.
- Insurance Fraud and Anti-Money Laundering and Terrorist Financing from Saudi Brokers Co. Ltd.
- IFCE certificate from Saudi Arabian Monetary Authority (SAMA).
- Certificate of Appreciation from Saudi Arabia Cultural Mission (SACM).
- Dietary Supplement Efficacy from Safety and Regulations.

## **MEMBERSHIP**

### **Saudi Students Organization at Virginia Commonwealth University**

**2013 – 2014**

- Managed public events to celebrate Saudi holidays.

### **Arab Students Association at Virginia Commonwealth University**

**2014 – 2015**

- Organized an Arab night event about the Arab culture.