



## AYAD NADIR

### Desirable jobs:

lawyer – customer service manager - sales representative - good delivery - assistant administrative - commercial assistant - control document insurance - automobile claims manager - fund administrator - collection and receivables manager - Financial assistant - stock manager - department manager - document manager - Driving – SHE supervisor.

### Professional experience

#### Inspector insurance controller has SAA ISO 9001/2015: Present

- 14-11-2014 to that day at the insurance company, the control center **Alger - Algeria**;
- Carry out the technical control of the automobile and IARDT component at the level of the insurance agencies.
  - Analyze production and pending claims status.
  - Check receipts and disbursement according to the accounting statements.
  - Put the end of management to insurance agencies for reasons of succession or termination.
  - Write control reports and follow up on previous reports.
  - Identify technical anomalies in the production and settlement of claims.
  - Provide customer service.
  - Ensure risk visit of insurance contacts.
  - Perform bank insurance tasks.
  - Follow up the monitor daily payments and collection of outstanding payments.

#### Administrative assistant:

- Financial control of sidi bel abbes abbots from (01-03-2011 until 16-06-2014)
- **Monitoring institutional contract documents.**
  - **Organizing the archive.**

#### Legal assistant:

- More than a year at office of expertise and topographic study (03-05-2009 to 05-04-2010)
- **Writing and preparing real estate reports**
  - **Organizing the archive.**

#### commercial assistant:

- More than six months with a trade group (22-08-2010 to 22-02-2011) Titus
- **Preparation of invoices**
  - **Preparing a record of entry and exit of goods from the warehouse**
  - **Receiving clients and preparing appointments**

### Education

- Bachelor's degree in legal and administrative science (2008).
- Lawyer's professional ability diploma (2009).
- Computer training certificate word, excel, pack office, internet (office option 2009).
- Insurance training certificate at the graduate school in insurance (management control option) - EHEA-SAA chregua (2014) – Alger
- Professional patent training in insurance any branch at CNEPD center – Oran (2019)
- Master 2 in law public economic – Tlemcen – (2022)
- **Training in the learn and go center** in Boumerdes - Algeria for **SHE supervisor ISO 14001** on 05-01-2025.

### Personal information

#### Address

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### Skills

- Computer training
- Excel
- Office
- Word
- Communication
- Punctuality
- Works as a team
- driving license light category B , 10 years of experience without a traffic accident .

### LANGUAGES

- **Arabic:** mother tongue.
- **French:** speaks read and writes.
- **English:** Level 1 NEW INTERCHANGE PROGRAM.