Moetaz Abass – Bsc. Pharm, ALMI, ACS, CERT CII

Joliette – Québec (Canada)

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Education

- *Misr University for Science and Technology (M. U. S. T.) - Cairo, Egypt, Bachelor of Pharmacy, Sep 2004 - Jun 2007*. I Attended the Faculty of Pharmacy and finished the whole graduation requirement in four academic years (Full time study including summer courses). Total No. Of Credit Hours: 200 hours. Grade (GPA): 3.71 / 5 (87 %) [Overall Grade: Excellent with Honor Degree] [Ranking No. 24].
- *Lycée El Haram – Cairo, Egypt, High School, French school, Sep 1989 - Jun 2004*. I attended all school levels from nursery till high school with grade: Excellent. Spoken & written French & English: Excellent.

Additional skills

- **Language skills:**
  - International English Language Testing System (IELTS) Listening 8/9 – Speaking 7/9 – Reading 6.5/9 – Writing 6/9 (Passed Feb. 2008).
  - Diplôme D'Études En Langue Française (DELF) (2nd Degree). It consists of two modules: 1- Unit: A5 (French Civilization) (passed in 2003) 2- Unit: A6 (Specialized Expression) (passed in 2002). Examination Location: Cairo (Egypt).
- **Computer skills**:
  - Excellent knowledge of Microsoft Word, PowerPoint, Excel, Access, Project and Publisher (version 2016).
  - Excellent process mapping function via Microsoft Visio 2016.
  - Programming: +5 years of experience in the following projects (Visual Basic 6, Access DB, Flash):
    - Pharmacy Management System (2002-2010).
    - Allianz Group Management System [GMS] (2009-2010)
    - Information Technology Institute (I. T. I.) [Programming Diploma] - Programming Diploma (Microsoft Visual Basic 6 - Database Module) during the period: 29/7/2000 to 8/9/2000.
    - Information Technology Institute (I. T. I.) [Programming Diploma] - Programming Diploma (Microsoft Visual Basic 6) during the period: 1/7/2000 to 12/7/2000.
  - Graphic design (Adobe Photoshop and Illustrator CC 2017).
  - Web design (Adobe Muse CC 2016). Latest site design for ELTC company: www.giglt.com.eg and my personal website.
- **Life Insurance skills:**
  - Level 1 FLMI (CERT) – LOMA (USA) Passed: 2014.
  - Associate, Life Management Institute (ALMI) - LOMA (USA) Passed: September 2014.
  - Associate, Customer Service (ACS) - LOMA (USA) Passed: Jan 2015.
  - Insurance Certificate (CII Certified) Faculty of Underwriting–Chartered Insurance Institute (CII) (UK) Passed Nov. 2015
  - Currently working towards LOMA FLMI (3 courses left) and ARA (2 courses left)

Training certificates

- Alkan Pharmaceutical (Egypt), Summer 2004-2006, Total 300 hours at Research and Development (R&D) and Quality Control (QC) departments.
- Beirut Pharmacy (Egypt), June-Sept 2007 (100 hours).

Awards

- "Journée De la Science" at Centre Française de Culture et de Coopération (CFCC) - Egypt [Oct. 1997 and Oct. 1998].

Work experience

Canada Life, Canada   May 2016 – Present

Life and CI Underwriting Consultant

- Supervise and study life insurance application on medical, financial and occupational basis and decide whether or not a proposed life insurance cover is acceptable to the company based on the supplied medical and financial data.
- Communication with re-insurance regarding facultative cases.

- Underwriting Authority: Life: up to CAD 2,000,000 (no rating limit). CI Authority: up to CAD 100,000.

Egyptian Life Takaful (ELTC) – GIG (Life Insurance), Egypt   July 2015 – April 2016

Business Development Team Manager

In addition to Business Analysis Team Manager's duties:

- Works directly with Chief Business Development Officer and Managing Director to screen and prioritize and executive all projects essential for the company development.
- User my own technical experience in IT (programming, web-designing and graphics designing), Operations (Life Underwriting, Claims and Policy processing) and other departments in order to execute projects independently without requiring help from other departments which saves time and effort for the company.
- Handle all projects related to technology development and graphical design for the company (e.g. Company website, Intranet and others).

Egyptian Life Takaful (ELTC) – GIG (Life Insurance), Egypt   July 2014 – June 2015

Business Analysis Team Manager

- Works directly with appropriate business division to understand project concept, objectives and approach.
- Creates and maintains project schedules by developing project plans and specifications, estimating time requirements, establishing deadlines, monitoring milestone completion, tracking all phases of the project product/service lifecycle, providing timely reporting of issues that impact project progress, coordinating actions, and resolving conflicts. This includes documenting, prioritizing and tracking requests (changes, enhancements, etc.) and coordinating with the Change Control Board (CCB).
- Design and document workflow and make appropriate recommendations that will positively impact operational effectiveness
- Conducts project meetings and provides single point of contact for assigned projects.
- Assists department in developing tactical and strategic product, services and/or programs to support the organizational goals (financial, quality, production, customer service, operational efficiency, market share, etc.).
- Works closely with business divisions to identify and maximize opportunities to use information and technology to improve product, service and/or program business processes. Reviews, analyses, and creates detailed documentation of business systems and user needs, including workflow, program functions, and steps required to develop or modify computer programs.
- Consults with technical development leader to determine business, functional and technical requirements for specified applications.
- Analyses the business units activities and trends and compares analyses against the service standards and best practices. Presents findings and works with the department manager(s) and other personnel to identify and implement strategies that will address tactical and strategic goals
- Works with IT to conduct testing to meet project timelines and ensures that all tests are conducted and documented according the standards agreed upon by the business unit and IT.
- Ensures that all items follow the change management process are entered and tracked through the Change Management Committee (CMC).

Allianz Life (Life Insurance), Egypt   May 2012 – July 2014

Assistant Manager, Life, Health Underwriting/Medical Network Providers

- Supervise and study life insurance application on medical, financial and occupational basis and decide whether or not a proposed life insurance cover is acceptable to the company based on the supplied medical and financial data.
- Communication with re-insurance regarding above-authority and facultative cases.
- Head of Corporate Underwriting Team.
- Senior member of the Life Operation Training Academy and head of underwriting training (Operation staff and sales team).
- Underwriting Authority with Allianz Re Asia Pacific (ARAP): Life and TPD (Standard) up to EGP 2,000,000. CI Authority: (up to 50%e.m.) up to EGP 1,000,000.

Nile Takaful (Life Insurance), Egypt   Nov 2011 – May 2012

Underwriter in Charge (Individual and Corporate)

- Supervise and study life insurance application on medical, financial and occupational basis and decide whether or not a proposed life insurance cover is acceptable to the company based on the supplied medical and financial data.
- Coordinate and supervise underwriting tasks within the underwriting team.
- Provide training to Life Operation and Sales team members.
- Communication with Re-insurance regarding above-authority and facultative cases.
- Underwriting Authority with Tokyo Marine Reinsurance (TMRe): Life and TPD (Standard) up to EGP 500,000 (As per treaty guidelines). Larger sums assured are considered facultative business. Maximum substandard authority up to +200%e.m.

Allianz Life (Life Insurance), Egypt   June 2008 – Nov 2011

Senior Life Underwriter (Individual and Corporate)

- Supervise and study life insurance application on medical, financial and occupational basis and decide whether or not a proposed life insurance cover is acceptable to the company based on the supplied medical and financial data.
- Communication with Re-insurance regarding above-authority and facultative cases.
- Head of Corporate Underwriting Team.
- Senior member of the Life Operation Training Academy and head of underwriting training (Operation staff and sales team).
- Underwriting Authority with Allianz Re Asia Pacific (ARAP): Life and TPD (Standard) up to EGP 1,500,000. CI Authority: (up to 50%e.m.) up to EGP 200,000.

Jamjoom Pharma - Multipharma Pharmaceuticals, Egypt   Oct. 2007 – May 2008

Medical Representative

- Working as a Medical representative for the Ophthalmology products line (for Jamjoom Pharmaceuticals KSA) in the area of Downtown, Ramses and Manial**.**

Ali's Image Pharmacies, Egypt   June 07 – June 2012

Community Pharmacist

- Practicing as a community pharmacist to dispense the medication and to consult the patient for his therapy.

References

To be submitted upon request