

# Zaeem Aasim

Azizabad, Federal B. Area, Karachi, Pakistan I 0340-8368669 I zaeemaasim64@gmail.com

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## SUMMARY:

To contribute towards the success of the Organization by investing my Academic, Technical and Professional capabilities and take a part to more develop the Organization where I am performing my duty.

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## SKILL HIGHLIGHTS:

- ❖ Well Versed of Office Automation (Word, Excel, Power Point)
  - ❖ Excellent communication and people skills.
  - ❖ Excellent sales and negotiation skills.
  - ❖ Good business sense.
  - ❖ The ability to work calmly under pressure.
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## EXPERIENCE:

**i. DMS Operator (Document Management System) Present from July 2017 Till December 2021**  
**Jubilee General Insurance Co. Ltd – Karachi, Pakistan**

- ❖ Set up, copy, scan and store documents
- ❖ Create templates
- ❖ Manage requests for documentation
- ❖ Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date
- ❖ Manage the processes around documentation within the organization
- ❖ Maintain confidentiality around sensitive documentation
- ❖ File documents in physical and digital records and ensure appropriate storage

**ii. Underwriting Officer Present from 01st Jan – 2022**  
**UBL Insurance Co. Ltd – Karachi, Pakistan**

- ❖ KYC/AML CFT trainee certified.
  - ❖ Served as Marine and Motor Underwriter
  - ❖ Claim Reports processing and filing
  - ❖ Sales/Marketing.
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## EDUCATIONAL BACKGROUND: -

- ❖ Bachelors in Electronic Engineering Technology ----- In Progress  
Indus University – Karachi, Pakistan.
- ❖ Intermediate ----- 2018

Polytechnical Training Center – Karachi, Pakistan  
❖ Matriculation -----2015  
Metropolitan Academy – Karachi, Pakistan

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**PERSONAL DETAIL: -**

- **Marital Status:** Single
- **Nationality:** Pakistani
- **Date of Birth:** 23-04-1998
- **Language:** English, Urdu