



Idrees Essop Hajat

CURRICULUM VITAE

I am Broad minded with a strong focus on learning and new understandings. I Pride myself on achievement, self-actualization and finding opportunities to enhance the growth and expansion of an Organisation .

PERSONAL INFORMATION

Gender	Male
Date of Birth	08 May 1981
ID Number	8105085245081
Driver's Licence	Yes, Own Vehicle
Highest Qualification	RE05

TOP SKILLS

Skill	Rating
Customer Engagement	(5 - 10 years)
Processing & Reviewing	(5 - 10 years)
Attention to detail	(5 - 10 years)
Communication	(5 - 10 years)
Administration	(5 - 10 years)
Auditing and Record keeping	(5 - 10 years)
Processing Claims	(5 - 10 years)



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PROFESSIONAL EXPERIENCE

Title	Year	Company	Duties
Claims Administrator	Feb 2020 - Current	National Risk Managers	Processing Day to Day Claims Processing Hospital Claims Verification of documents Liasing with stakehoders for accounts Requesting refunds Facilitating Upfront payments Processing and verification of Funeral Claims Recon of accounts Sending Remittances Verifying ICD10 codes according to formulary
Customer Consultant	Jan 2014 - March 2020 Retrenched	The Standard Bank of South Africa	Adhoc Administrative Duties Maintaining Records Customer Centricity Advice on best suitable Product Offerings Internal Audits Quality Control Record Keeping Processing Applications Opening the branch Vehicle Finance Sales Processing of Home Loans Opening Accounts
Enquiries Express Officer	Nov 2007 - Dec 2013	The Standard Bank of South Africa	Hand up cheque books Stop payments Stop orders Statements Master Cards ATM pins Issue ATM cards Relieving when Team Leader not at work
Manager	Sept 2003 - Oct 2007	Chicken Licken	Stock taking Ordering of stock Managing of business, Paying of wages Customer service Paying debtors
Floor Manager	Jan 2003 - Jul 2003	L.M. Super Stores	Floor Manager of Tech Department & Cellular Sales & after sales service, Ordering of stock Daily Stock Take - Management of shelf stock Daily Cash Management - Balancing of cash



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Assistant Manager	2001- Jan 2003 (Transferred to another Branch)	Mayibuye Super Stores	Data Capturer – Typing of invoices Office Admin – Ordering of stock, filling, answering of calls & taking orders
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ACADEMIC HISTORY

Qualification	Completed	Institution
RE05	2018	FPI
Customer Consultant Training Street	2012	SBSA Commissioner
Enquiries Training Street	2010	SBSA Commissioner
Branch Scheduling Tool (BST) Street	2010	SBSA Commissioner
Tellers Training	2007	SBSA Simmons Street
Diploma in Computer Studies Computers	2000	Executive College for
Grade 12	1999	Springs Muslim School



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REFERENCES

Name	Relationship	Contact Details	Company
Carla Classen	Team Leader	063 821 1765	National Risk Managers
P.Sewnath	Team Leader	073 887 7847	Standard Bank
S.Ramsammy	Team Leader	073 374 1660	Selcourt
N.S.Manana	Team Leader	011 817 9925	Standard Bank
A.Seedat	Owner	083 300 7444	Springs Chicken Licken
A.Mia	Owner	072 291 3000	Springs L.M. Super Stores



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