

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
Date of Birth
ID Number
Driver's Licence
Highest Qualification

Male 08 May 1981 8105085245081 Yes, Own Vehicle 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	-
Administration Auditing and Record keeping	(5 – 10 years)



Idrees Essop Hajat

(C) 082 254 2237



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PROFESSIONAL EXPERIENCE

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



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CURRICULUM VITAE

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

ACADEMIC HISTORY

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