

Europass Curriculum Vitae

Personal information

First name(s) / Surname(s)	Muhammad Abdur Rahim
Address	Via Conegliano 5, 20131 Milan, Italy
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Nationality	Bangladeshi
Date of birth	09/11/1971
Gender	Male



Work Experience

Dates	02/03/2015 – To Date
Occupation or position held	Interpreter (including simultaneous interpretation through virtual platforms using Teams, Zoom, Meet, etc.), Translator, Mediator, Transcription of Tele conversation, Copywriting, Proofreading.
Main activities and responsibilities	I have been working as an Interpreter (including simultaneous interpretation through virtual platforms using Teams, Zoom, Meet, etc.), Translator (including medical brochure, legal documents, etc.), Mediator (translator/interpreter) for Tribunal of Milan, Tribunal of Milan (Labor Section), Milan Tribunal for the Juvenile, Tribunal of Monza, Tribunal of Busto Arsizio, Public Prosecutor of the Republic (Tribunal of Milan), Carabinieri of Milan, Police Headquarters of Milan, Dotwords Srl, Interbrian Srl, Eurotrustee Investigations SAS, Roma Traduzioni Srl, Studio Traduzioni Vecchia, Copisteria del Tribunale Srl, Simpsonsoft UK Ltd., Global Voices UK Ltd., clients of different lawyers, etc.
Name and address of employer	My main and/or principal activity is Insurance Consultant and/or Loss Adjuster. Presently I am working for IES-Insurance Engineering Services (Headquarters in Milan), having 8 Branches in Italy and 7 Branches out of Italy (Europe wide). I perform 90% of my works (reporting and/or correspondence) in English and I am the only Translator (Italian - English) for all Branches of IES.
Type of business or sector	I am enlisted as an Interpreter and/or Translator (Italian – English - Bengali) by the Tribunal of Milan and Chamber of Commerce of Milan, Monza, Brianza & Lodi.
Dates	Language
Occupation or position held	11/03/2013 – To Date
Main activities and responsibilities	Loss Adjuster
	At IES, in addition to Property & Engineering Claims, I am handling complex & liability claims. I am handling claims & providing related services for AIG Europe Limited, XL Insurance Co. Limited, Allianz Global Corporate & Specialty AG, Chubb European Group Limited, Zurich Insurance PLC, ACE European Group Limited, HDI Gerling Industrie Versicherung, etc.
	I am translating reports and other documents (Italian to English) for the 8 branches of IES located throughout Italy including the Milan Headquarters.

Name and address of employer	Insurance Engineering Services Srl Via Vittor Pisani 15, 20124 Milan, Italy
Type of business or sector	Insurance, Reinsurance
Dates	28/06/2010 – 30/08/2012
Occupation or position held	Loss Adjuster
Main activities and responsibilities	<p>Inspection, adjustment, settlement of general insurance (property, engineering, energy, liability, business interruption, miscellaneous etc.) claims, Risk Management.</p> <p>I was entrusted mainly with claims related to engineering. During each & every claim inspection my prime responsibility was to find out root and/or proximate (there may be various reasons and/or causes acting simultaneously for the loss but I have to ascertain the cause primarily and/or directly related to the loss) cause of the damage and/or accident, assess the amount to be paid against the claim as per insurance policy schedule and suggest the insurance company employing me about preventive action to be taken in order to avoid similar incident in future.</p> <p>In addition, insurance companies employ me to do pre-underwriting inspection. This inspection is done prior to issuance of a policy in order to assess underlying risk and suggest the insured to improve (minimize future loss) the risk in order to qualify for reduced policy premium. Pre underwriting inspection is a requirement for policy with high risk, policy with sum insured exceeding specified amount and special risks defined by the insurance companies.</p> <p>All reports were done in English with reference to the policy details in English as well.</p>
Name and address of employer	Chartis Insurance Ltd. No. 28, St. Michaels Road, Colombo 3, Sri Lanka
Type of business or sector	Insurance, Reinsurance
Dates	25/02/2008 - 30/03/2010
Occupation or position held	Loss Adjuster
Main activities and responsibilities	<p>Inspection, adjustment, settlement of general insurance (property, engineering, energy, liability, business interruption, miscellaneous etc.) claims, Risk Management.</p> <p>I was in the team of a pre-underwriting inspection done for the important and/or valuable items to be transported from Europe and Asia for a hydroelectric power station to be built in Uganda (near the source of the river Nile).</p> <p>I was doing reports in English using some details and/or documents in Italian.</p>
Name and address of employer	Cunningham Lindsey Lercari Srl Via Roma 8A, 16121 Genova, Italy
Type of business or sector	Loss Adjustment, Risk Management, Insurance Consultant
Dates	30/06/2004 - 30/03/2007
Occupation or position held	Loss Adjuster
Main activities and responsibilities	<p>Inspection, adjustment, settlement of general insurance (property, engineering, energy, liability, business interruption, miscellaneous etc.) claims, Risk Management.</p> <p>I was entrusted mainly with claims related to engineering. During each & every claim inspection my prime responsibility was to find out root and/or proximate (there may be various reasons and/or causes acting simultaneously for the loss but I have to ascertain the cause primarily and/or directly related to the loss) cause of the damage and/or accident, assess the amount to be paid against the claim as per insurance policy schedule and suggest the insurance company employing me about preventive action to be taken in order to avoid similar incident in future.</p> <p>In addition, insurance companies employ me to do pre-underwriting inspection. This inspection is done prior to issuance of a policy in order to assess underlying risk and suggest the insured to improve (minimize future loss) the risk in order to qualify for reduced policy premium. Pre</p>

underwriting inspection is a requirement for policy with high risk, policy with sum insured exceeding specified amount and special risks defined by the insurance companies.

All reports were done in English with reference to the policy details in English as well.

Name and address of employer Hayleys AIG Insurance Co. Ltd.
No. 28, St. Michaels Road, Colombo 3, Sri Lanka

Type of business or sector Insurance, Reinsurance

Dates 01/01/2003 - 30/03/2004

Occupation or position held Works Manager

Main activities and responsibilities I was engaged in solving service and maintenance related problems with special care to preventive maintenance. I have worked on different vehicles (brand, model & make). I maintained service record of each & every vehicle coming to my workshop, which I used to follow up during successive service and/or maintenance. Upon analysing the past records, I have suggested my customers and/or clients to follow suggested service period and/or lifespan of parts and/or materials to assure preventive maintenance. For example, I have suggested replacing engine oil, air filter etc. after every 5,000 km. Replacing engine oil, air filter at suggested mileage prevents unusual engine wear & tear, fuel wastage respectively.

All communications and documents were conducted in English.

Name and address of employer Khansons Automobiles Ltd.
Sena Kalyan Bhaban (19th Floor), 195 Motijheel C/A, Dhaka -1000, Bangladesh

Type of business or sector Automobile Maintenance, Repair, Servicing

Dates 01/01/2002 - 31/12/2002

Occupation or position held Mechanical Engineer

Main activities and responsibilities During the course of my employment in hotel, I have worked on different types of air conditioners (split, window, package, central etc.), household machines, boilers, compressors etc. It is to be noted that I did not have any prior practical training on air conditioning machines. It was type of on the job training applied to my engineering knowledge gained during the course of my university education.

All communications and documents were conducted in English.

Name and address of employer Hotel Purbani International Ltd.
1, Dilkusha C/A, Dhaka-1000, Bangladesh

Type of business or sector Residential Hotel (3 Star)

Dates 01/11/1999 - 31/12/2001

Occupation or position held Workshop in Charge

Main activities and responsibilities I was engaged in solving service and maintenance related problems with special care to preventive maintenance. I have worked on different vehicles (brand, model & make). I maintained service record of each & every vehicle coming to my workshop, which I used to follow up during successive service and/or maintenance. Upon analysing the past records, I have suggested my customers and/or clients to follow suggested service period and/or lifespan of parts and/or materials to assure preventive maintenance. For example, I have suggested replacing engine oil, air filter etc. after every 5,000 km. Replacing engine oil, air filter at suggested mileage prevents unusual engine wear & tear, fuel wastage respectively.

All communications and documents were conducted in English.

Name and address of employer Pacific Services Ltd.
12 Mohakhali C/A, Dhaka-121, Bangladesh

Type of business or sector Automobile Maintenance, Repair, Servicing

Education and training

Dates	01/09/1995 - 21/06/1999
Title of qualification awarded	Bachelor of Mechanical Engineering
Principal subjects / occupational skills covered	Mechanical Engineering
Name and type of organisation providing education and training	Riga Technical University, Riga, Latvia
Level in national or international classification	Higher education/University Under Graduate
Dates	10/10/2014 – 15/01/2015
Title of Qualification awarded	Diploma of Loss Adjusting
Principal subjects/occupational skills covered	Insurance Claim Adjustment
Name and type of organisation providing Education and training	Australian and New Zealand Institute of Insurance and Finance - ANZIIIF
Level in international classification	Higher education/University Post Graduate
Dates	10/05/2013 – 12/07/2013
Title of qualification awarded	Post Graduate Diploma in Environmental Risk Assessment and Management
Principal subjects/occupational skills covered	Environmental Risk Management
Name and type of organisation providing education and training	CINEAS, Milan, Italy
Level in national or international classification	Higher education/University Post Graduate
Dates	15/03/2006 - 15/03/2007
Title of qualification awarded	Post Graduate Diploma in Business & Financial Administration (DBFA)
Principal subjects / occupational skills covered	Business Accounting, Finance, Business Mathematics, Marketing, Economics, Human Resources Management
Name and type of organisation providing education and training	Institute of Chartered Accountants, Colombo, Sri Lanka
Level in national or international classification	Higher education/University Post Graduate
Dates	01/03/2006 - 31/08/2006
Title of qualification awarded	Diploma in Human Resources Management
Principal subjects / occupational skills covered	Human Resources Management, Behaviour studies, Employee Relation, Labour Rules
Name and type of organisation providing education and training	London Business School, Colombo, Sri Lanka
Level in national or international classification	Secondary / post-secondary education Post-Secondary
Dates	01/02/2006 - 30/05/2006
Title of qualification awarded	General Course in Diplomacy & International Relations
Principal subjects / occupational skills covered	Diplomacy, History, Public Relations, Economics, Public Speaking
Name and type of organisation providing education and training	Bandaranayake International Diplomatic Training Institute, Colombo, Sri Lanka

Level in national or international classification

Secondary / post-secondary education | Post-Secondary

Professional Membership

ANZIIF (Fellow)
Member – Order of Engineers, Milan, Italy
Member – Institution of Mechanical Engineers (IMechE, UK)
Member – International Institute of Loss Adjusters, Inc. (IILA, USA)
Fellow – International Federation of Adjusting Associations (IFAA, UK)

Personal skills and competences

Mother tongue(s)

Bengali, English

Other language(s)

Italian

Self-assessment
European level ()*

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
B2	Proficient user	B2	Proficient user	B2	Proficient user	B2	Proficient user	B2	Independent user

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences

I have participated in various social activities through Lions Club.

Organisational skills and competences

There were six persons in the team, four from our company (Cunningham Lindsey Lercari), one from South Africa (a British national operating in South Africa) and an Italian operating individually for the mentioned pre underwriting route survey inspection. Mentioned six persons were divided in two groups, the British national, the Italian individual and I were in one group and the rest were in the other group. My contribution was 90% on writing the route survey inspection report (for road transportation from Mombasa Port to the site at Uganda). I have suggested method of packing and transportation of important and/or valuable items in order to avoid incident during the course of transport (road, sea), transit, warehousing etc. 95% of the loading-unloading inspection at different ports of Europe and Asia was conducted by me. Our correspondent under my instruction & guidance did the rest of the loading-unloading inspection at different ports of Asia & Africa.

Computer skills and competences

I am having excellent working knowledge of the following program: Microsoft Word, Excel, Adobe PDF etc.

Other skills and competences

I am very good in technical writing. I am equally fluent and competent in Bengali, my mother tongue and English.

Technical writing skills fully enables me perform translation conforming to standard required. The reports are referred to court hearing in case of a dispute among the parties concerned. As such, while translating, I have to pay due diligence to the legal issues that might arise in case of a court procedure.

Driving licence(s)

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Additional information

The DBFA (Post Graduate Diploma in Business & Financial Administration) teaching was focused on finance, project management & marketing.

Valuation of assets is part of my duty while adjusting loss and is as well done upon request and/or appointment by a company. This valuation is integrated part of a claim settlement and is applied to check if sum insured is adequate (prior to ascertaining payable amount against amount claimed). If sum insured is not adequate (i.e., underinsured), the insured gets a proportional share of the claim amount.

Major duties performed by me have been, but not limited to, (a) coordination with senior management level, (b) monitoring and active participation in project implementation through field visits, (c) active participation in tender, (d) handling procurement of services and supplies, logistics, etc., (e) performing excellent customer services, etc.

Milan, 02.06.2021



Rahim Muhammad Abdur