



الشركة العربية الألمانية للتأمين م.م.
ARAB GERMAN INSURANCE CO. LTD

رأس المال الشركة (٥٠ مليون دينار أردني) - تأسست عام ١٩٩٦
Capital J.D (50 Million - Est. 1996)

التاريخ : ٢٠٠٧/٤/٣

الإشارة : ع/أ/د/أ/٢٤/٧٤/٢٠٠٧

APPOINTMENT-AGICC- 5/4/2007

C.C.C.

عطوفة مدير عام هيئة التأمين المحترم.

هيئة التأمين.

تحية واحتراما وبعد،،،

أرجو إعلامكم بأنه تم ترقية السيد خالد محمد ظريف القيسي من موظفي الشركة ليشغل وظيفة " نائب المدير العام لتأمينات الحياه والصحي " اعتبارا من تاريخ ٢٠٠٧/٣/١٥، علما بأن السيد خالد يحمل بكالوريوس في التمريض من الجامعة الأردنية لعام ١٩٩٥ م (مرفق نسخة من السيرة الذاتية للمذكور).

واقبلوا الاحترام،،،

المدير العام

رائد الريموني

تمت اليوم ٥ ربيع الثاني ١٤٢٨
٤٥

هيئة الأوراق المالية المائدة الإدارية السديوان ٢٠٠٧ نيسان الرقم المتسلسل ٥٥١٩ رقم الملف الجهة المختصة

نسخة: السادة/هيئة الاوراق المالية المحترمين.

: المدير المالي.

: المدير الإداري

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C.V.

Personal Data: -

Name: Khalid Moh'd Zaref AL-Qaissi
Date of Birth: 15TH of March 1974
Place of Birth: Saudi Arabia
Sex: Male
Religion: Islamic
Marital status :Married
Nationality: Jordanian
Address: Amman P.O.Box 1029-11732
Tel.: 5734025
Mobile: 079/6666881

Qualifications & Training Courses: -

- * Bsc in Nursing with an average of 75.8% from Jordan University- 1995.
- * Participating in the program of Health Education&Protection from Aids through WSO.
- * Attending the first &Second International Nursing Conference – Jordan University.
- * Course in ICU -Arab Center For Heart &Special Surgery.
- * Course in Windows&Winword -Sukina Cultural Center.
- * Course in Third Party Administration (TPA) :Discusing the Definition of individual&group policies in health insurance - MedNet International.
- Training Course in medical insurance which was done by BUPA Inetrnational
- Providing Traning Course in Medical Insurance

Experiences: -

*Carenow(TPA Co.) - Deputy General Manager- from 1 Nov.2002 until now.

My duties could be summarized to manage the following Areas :

- Underwriting.
- Policy Administration.
- Customer Care .
- Network.
- Claims.
- Utilization Management .
- In House Clinic.
- Accounting.
- Finance.
- Portfolio Management.
- Reinsurance.
- IT Management.

*Arab Orient Ins.Co.- Senior Operations Manager for Medical Division From 1 Oct.2000 Until 31 Oct. 2002

- Sales &Marketing according to reinsurance strategy.
- Management after sales.
- Management of medical portfolio.
- Increase the profitability margin.

* Arab Jordanian Insurance group (AJIG) - Supervisor Claims & Network Administration from 1 Sept.1998 until 1 Oct.2000

- Public Relation Duties on regular basis (Providers&Companies)
- Contracting with Providers
- Monitoring performance of all processing and approval claims.
- Scrutinizing all incoming and outgoing mail from the provider.
- Evaluating the new provider (addition&deletion)

- Responding all medical inquiry related to out patient & in patient.
- Negotiation with Hospitals to obtain optimal services prices&terms of payment.
- Developing new methods to improve performance of claims processing & new policy wording .
- Responding all financial strategies related to claims & production.
- Preparing all reports related to claims & production.

*Saudi American Co. For Insurance & Reinsurance - Assistant Manager Provider& Public Relation-One month 2001 .

*MedNet Jordan -Supervisor in Claim Center Department (1 sep. 1995 until 1 sep.1998)

- Evaluating cases to accept or reject the admission to hospitals.
- Discussing hospital cases with treating Doctors.
- Clarifying cases with Insurance Companies.
- Responding to all medical phone inquiries.
- Evaluating all invoices related to hospitals, pharmacies, labs&doctors.
- Visiting the hospital to follow cases- if needed.
- Issuing the statistical figures of cases no. &Official Bordereaux
- Contact with other companies of MedNet International

*Jerusalem hospital -Medical Surgical Department-(13 Jan.96 to 20Apr.96).

*Malhas hospital - ICU (1 Jul. 95 to 23 Jul.95).

*Amman surgical hospital- Emergency Room
(1Jul.95 to 20 Aug. 96)