**[Administrative Assistant Front Desk](https://www.postjobfree.com/resume/ad1bgc/administrative-front-toronto-on-canada)**

**Location:**Toronto, ON, Canada

**Posted:**November 20, 2023

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**Resume:**

Asel Makhmutova

(416) 727-7882 m\_asel@hotmail.com

SUMMARY OF SKILLS

Exceptional knowledge and understanding in insurance underwriting.

Strong understanding of insurance products, mortgages and investments.

Proficient in Microsoft Office, PS Suite EMR, Telus and LifeGuide software.

Excellent customer service/relationship building skills.

Great communication, leadership and interpersonal skills, as well as being very adaptable.

Enthusiastic and fast learner.

Fluent in English and Russian.

PROFESSIONAL EXPERIENCE

Insurance Broker (FINEX Associates) Aug 2002-Jun 2022

Liaised between clients and large organizations to meet mutual agreements.

Negotiated contracts with hundreds of clients and brokerages.

Maintained timely and accurate processing of contracts to meet tight deadlines.

Researched requests and demonstrated product knowledge to meet the clients’ needs.

Front Desk Receptionist (Bayview Diagnostic Centre and Prime Care Walk-In Clinic) Sep 2022-Sep 2023

Managed front desk operations like signing in patients and entering their info into the system.

Answered phone calls, scheduled appointments and assisted with billings and invoices.

Managed day-to-day operations like restocking/ordering supplies and assisted the doctors when needed.

Mortgage Agent/Administrative Assistant (Silver Line Mortgage Group) Aug 2012-2016

Proactively found clients requiring credit solutions.

Structured and fulfilled mortgage applications and assisted in credit granting of mortgages and loans.

Produced quality credit recommendations for structured deals.

Insurance Agent/Administrative Assistant (JM Financial) Jun 2002-Aug 2003

Assisted in report preparations using a variety of software.

Proactively contacted customers to provide financial products and solutions.

Managed and worked with colleagues to produce monthly objectives for Account Executive.

Legal Secretary/Office Manager (Mazin & Rooz) Nov 2001-May 2002

Managed calendars for three lawyers as well as the GM.

Ordered office supplies, maintained equipment & catering requests.

Organized and prepared daily agendas and provided daily ongoing admin support.

EDUCATION

Bachelor of Arts in Psychology (York University) 2000

IFC Course 2015

Ontario Mortgage Agent Course (CAAMP) 2013

General Insurance Course (RIBO) 2010

Certified Financial Planner Course (CFP) 2007

Certified Insurance Broker Course (FISCO) 2002