

MAINA GACHIE NJOROGI

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PROFILE SUMMARY

Reliable and keen to detail **Actuarial Science** professional with diverse experience in all areas of business operations and project management. My education and work background has allowed to me to gain skills in analyzing financial data supporting organizations decision making including marketing and investments, financial planning, forecasting, and modeling, company valuation, underwriting, financial risk management and portfolio management. I am now seeking a **position** where excellent analytical and technical skills can be utilized to improve the organizations profitability and growth.

PERSONAL DETAILS

Year of Birth: 1984

Languages: Fluent in English and Swahili

EDUCATION AND PROFESSIONAL QUALIFICATIONS

- **Master of Business Administration, (Strategic Management)** Laikipia University, January 2017 to Date – Called Off/paused
- **Bachelor of Commerce, (Actuarial Science Option)**, Attained Second Class (Upper Division), Kenyatta University, 2006 To 2012:
- **Kenya Certificate of Secondary Education**, Kieni High School, Mean Grade Of A-, 2000 To 2004:
- **Certified Public Accountant**, CPA Part One; Section 1 & 2, June, 2008:

KEY SKILLS AND COMPETENCIES ACQUIRED

- Customer service
- General accounting
- Risk analysis
- Knowledge of the basic principles and practices of Risk, Data and financial analysis
- Capable of preparing files and maintaining records and documentation
- Gained theoretical knowledge in Analyzing statistics, Financial research, Data analysis, manipulation and validation
- Well trained in Portfolio management, Commercial acumen and Internal controls
- Ability to research and analyze information from a variety of sources
- I possess in depth knowledge of Insurance, mortgages, pension, loans, investment strategies and client relations
- Proven ability to provide a high-quality, customer-driven and sales-focused service.
- Strong business acumen, strategic thinking capacity and strong analytical skills
- Knowledgeable in compiling data and preparing a variety of reports
- Ability to work effectively in a diversified set up and in a highly collaborative team environment
- Proven ability to respond quickly, independently and appropriately to competing priorities under tight deadlines, excellent analytical, interpersonal, communication and advocacy skills

- Ability to rapidly analyse and integrate diverse information from varied sources into conclusions, recommendations and reports
- ICT Systems: in-depth Working Knowledge of computer applications including Ms Word, Excel, PowerPoint and strong IT skills

WORK HISTORY

Teller Clerk/ Insurance Champion

Unaitas Sacco Society LTD, 2017 – to date

Duties and Responsibilities;

- Offering professional customer experience to member
- Giving out and receiving cash to member
- Expediting cash imprests and cash payment vouchers
- Marketing of Sacco's products
- Driving insurance consumption/uptake to Sacco members
- Receiving cheques
- Maintaining customers' accounts
- Loans appraisals and processing

Financial Sales advisor:

Sanlam Insurance- Kenya, 2016

Duties and Responsibilities;

- Working with clients to understand their short-term and long-term goals, overall lifestyle and level of risk tolerance, in order to provide tailored advice and develop effective financial plans to meet their financial objectives.
- Sales and business development
- Client relationship management
- Provision of financial planning advices

Field officer,

Nairobi Traders Management Center, 2016

Voter Registration Assistant:

Independent Electoral and Boundaries Commission (IEBC), February 2016 to March 2016:

Project Manager Assistant / Recruitment Officer;

Acoma Onlus (An Italian NGO), January 2013 to July 2014:

Duties and Responsibilities;

- Assisted the PM in implementation of the project
- Created awareness on the project progress to all stakeholders
- Assessed the quality of the project work
- Undertook business operations and project managements
- I took the role of a computer instructor in a scholarship program offered by the same NGO and Offered general computer and MS office instruction to all participants
- Recruited workers and assessed qualification of scholars participating in the programme

Attachment: Actuarial Science;**National Hospital Insurance Fund (NHIF) 2009:****Duties and Responsibilities;**

- Worked in the following departments; Customer service and data collection.
- Hospital visit Operations
- Registration of clients.
- Updating clients' data.
- Gained practical skills in Claims and Quality Assurance

OTHER PAST EXPERIENCES

- **Clerk:** Independent Electoral And Boundaries Commission (IEBC) , Referendum, 2005:
- **Clerk:** Independent Electoral And Boundaries Commission (IEBC), General Election 2007:
- **Clerk:** National Housing And Population Census, 2009
- **Voters' Registration Clerk:** Independent Electoral And Boundaries Commission (IEBC) Voters' Registration 2010:
- **Clerk:** Independent Electoral And Boundaries Commission (IEBC) Referendum, 2010:

TRAINING AND SHORT COURSES

- Bancassurance Courtesy Of UAP Insurance
- Computer Packages – Distinction, 2007:
- Valid Driving License Class BCE, 2007:

REFEREES**Mrs Rosemary Muthoni Mwangi**

Branch Operations Manager

Tel: 0720 295 261

Email: rosemary.mwangi@unaitas.com

Mr Kariuki Charles,

Registration Officer, NHIF

Tel: 0722 969 164

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Mrs. Abigael Sawe

Sales manager- Sanlam Kenya

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