

## **PERSONAL DETAILS**

**Name:** Carolynne Jebor Kimetto

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**Email:** jeborcaro@gmail.com

**Year of Birth:** 1996

**Language:** English

## **PROFESSIONAL SUMMARY**

A passionate professional with experience in research, finance, administration, marketing, and community service. Having graduated with an Actuarial science degree and worked in different organizations, I have developed a strong administrative, and extensive technical background. I possess a strong desire to deliver world class service and make significant impact in any operations. I would be a very valuable asset to any organisation working closely with senior management in scaling, and delivering results.

## **ACADEMIC QUALIFICATIONS**

**23<sup>rd</sup> Jan 2023 - To Date:** TECHNOLOGICAL UNI. DUBLIN **Masters Qualifier in Computing**

**3<sup>rd</sup> Sept 2014 - 14<sup>th</sup> Dec 2018:** KISII UNIVERSITY. **Bachelor of Actuarial Science**

**3<sup>rd</sup> Feb 2010 - 30<sup>th</sup> Nov 2013:** BAHATI GIRLS SEC SCHOOL. **Secondary Education**

**4<sup>th</sup> Jan 1998 - 28<sup>th</sup> Dec 2009:** CRESCENT ACADEMY. **Primary Education**

## **PROFESSIONAL QUALIFICATIONS**

**29<sup>th</sup> June 2017:** KASNEB **CIFA (Section 1)**

## **SKILLS**

- Data analysis
- Customer service
- Proficient in Microsoft programs; Word, Excel, Publisher and Power point.
- Basic skills in R Software, Python Software and advanced Excel.
- Exceptional communication and presentation skills.
- Excellent analytical and problem solving skills.

## **WORK EXPERIENCE**

**1<sup>st</sup> JANUARY 2022 – 31<sup>st</sup> OCTOBER 2022**

### **TECHNICAL ASSISTANT: NECOFA KENYA**

- Generally responsible for technical production and ensuring success of the project.
- Involved in collection, drafting and submission of monthly reports of the project.
- Responsible for preparing site reports on expenditure and sales.
- Networked to link the company with the community.

**1<sup>st</sup> JUNE 2021 – 31<sup>st</sup> DECEMBER 2021**

### **ADMINISTRATIVE / RESEARCH ASSISTANT: RAE TRUST LIMITED**

- Involved in the effective coordination and implementation of RAE administrative, office and research work.
- Compiling, formatting, and analysing RAE research work and field data.
- Involved in the preparation of grant materials and provision of timely data summary for granting agencies reports.
- Provision of research support and field research assignments.

**9<sup>th</sup> MARCH 2020 – 31<sup>st</sup> MAY 2021**

### **OFFICE ASSISTANT: RAE TRUST LIMITED**

- Involved in the accurate recording, analysis, and computerization of RAE office work and field data.
- Planned and coordinated office work and field activities.
- Reported on the status of RAE services to the management.
- Put down minutes during meetings.

**1<sup>st</sup> AUGUST 2019 – 29<sup>th</sup> FEBRUARY 2020**

### **INTERN: CORAT AFRICA**

- Involved in marketing, planning and organizing training programs.
- Inputted all training materials and data into the supervisor's database.
- Scheduled appointments and assisted trainees with registration and finding the necessary information.
- Worked with the supervisor to compile reports on donor commitments.

**1<sup>st</sup> MAY 2018 – 31<sup>st</sup> AUGUST 2018**

**INTERN: NATIONAL SOCIAL SECURITY FUND**

- Involved in administration, registration and collection of member contributions.
- Promoted NSSF growth program through field walks and trainings.
- Uploaded payroll data using NSSF E-service.

**TRAININGS ATTENDED**

<b>1<sup>st</sup> April 2019 - 5<sup>th</sup> April 2019:</b>	Customer service training	<b>by: Corporate Staffing Services</b>
<b>25<sup>th</sup> Oct 2017 – 24<sup>th</sup> Nov 2017:</b>	Data analysis course	<b>by: Dalworth Consult</b>
<b>14<sup>th</sup> June 2014 – 16<sup>th</sup> July 2014:</b>	Computer packages	<b>by: Benedita College</b>

**REFEREES**

a) **Happiness Kerubo – Director (Necofa -Kenya)**

**Mobile:** +254 727991302

**Email:** happineshem@gmail.com

b) **Immaculate Pendo – Compliance Officer (NSSF Nyamira)**

**Mobile:** +254 726996634

**Email:** immaculatependo@gmail.com

c) **Otieno Calvins – Head of Operations (Bluewave Insurance)**

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