# F A B I A N L I S U T S A M M B E S H I

**DATE OF BIRTH**: 8TH SEPTEMBER, 1985

**GENDER** : MALE

**ID /NO** : 25256643

**NATIONALITY**: KENYAN **HOME COUNTY**: BUNGOMA HOME WARD : NDALU/TABANI **RELIGION** : CHRISTIAN

**LANGUAGES** : ENGLISH, KISWAHILI, LUHYA

**MARITAL STATUS**: MARRIED

**POSTAL ADDRESS**: P.O. BOX 150-50200 VIA KITALE.

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**CAREER OBJECTIVES**

* To work in an environment that provides dynamic challenges and creates opportunities for career growth and development
* To provide customer service in accordance with the organization’s rules and practices so as to improve service delivery and achieve the organization’s goals and objectives.

# PERSONAL ABILITIES AND SKILL

* Team player with Strong interpersonal communication skills
* Self-motivated and fast learner
* Interpersonal and human relations.
* Problem-finding and solving skills.
* Management and Organization skills
* Computer applications literate

# PROFESSIONAL BACKGROUND

**KENYA ACCOUNTANTS AND SECRETARIES EXAMINATION BOARD (KASNEB)**

CPA Part two -Ongoing

# EDUCATIONAL BACKGROUND

**BUSOGA UNIVERSITY**

**2009-2012:** Bachelor of Business Management (Finance Option)

**Grade**: 2nd Class Honors with Upper Division

**THE KENYA INSTITUTE OF MANAGEMENT**

**2007-2008:** Diploma in Business Management

**Grade**: Credit

**ST. PETER’S SECONDARY SCHOOL**

**2002-2005**: Kenya Certificate of Secondary Education (KCSE)

**Grade:** C- (Minus)

**NAMANJALALA PRIMARY SCHOOL**

**1993-2001**: Kenya Certificate of Primary Education (KCPE)

**Grade:** 300/500 Marks

**OTHERS BUSOGA UNIVERSITY GUILD COUNCIL**

**2011/2012:** Served as the Students’ Guild Council Member and Guild Finance Minister

**BUSOGA UNIVERSITY GUILD COUNCIL**

**2010/2011:** Served in the Students’ Guild as Deputy Minister Campus Affairs

**ROTARACT CLUB OF BUSOGA UNIVERSITY**

**2010-2011:** -Served as a member and Hospitality Director

-Participated in HIV/AIDS Awareness project

-Participated in raising money for Charity Projects, and Environmental Awareness Projects for the year

# WORKSHOPS/SEMINARS

**GLOBAL HEALTH & HIV/AIDS INITIATIVE-UGANDA**

**14th November 2010:** Participated in training and implementation on routine HIV/AIDS prevention strategies, Counselling and Reproductive Health.

**INTEGRATED COMMUNITY FOUNDATION AND DEVELOPMENT- UGANDA**

**1st Oct, 2010:** Participated in a seminar on professional public speaking and project establishment areas

**INSPECTORATE OF GOVERNMENT, REPUBLIC OF UGANDA**

**29th -30th May 2010**: Attended Anti-Corruption Seminar for Students’ Leaders of Universities and other Tertiary Institutions held at Hotel and Tourism Training Institute, Jinja-Uganda

# WORK EXPERIENCE

**LETSHEGO KENYA LIMITED**

**March 2018 to Date:** Direct Sales Representative

# Duties include;

* Carrying out market activation for the Company’s loan product
* Selling loans to different market segments to achieve my monthly targets
* Attending to clients and providing solutions for queries raised.
* Adhering to Company’s code of conduct when carrying out business
* Compilation of field and sales report for the purpose of business continuity.

**JADE RETAILS LTD –ELDORET**

**April 2016 to October 2017:** Security Guard

# Duties included;

* Making sure Company’s and clients’ property is in safe custody
* Welcoming incoming clients and directing them according to their need of service
* Attending to clients in case of inquiries
* Assisting pump attendants in selling of fuel and oils
* Doing Stock- taking for accounting purpose
* Assisting Management in other administrative duties as a need may arise
* Attending to clients in tyre center.

**PAN AFRICA LIFE ASSURANCE, KITALE**

**November 2015-March 2016:** Financial Advisor

# Duties included;

* Follow-up on clients to complete payment of premiums and renew their respective policies
* Creating new market share for the Company
* Selling Insurance policies to meet sales target
* Reviewing policy to determine coverage
* Advising clients about insurance investment benefits and premium payment procedures

**KENYA INSTITUTE OF MANAGEMENT ELDORET-KENYA**

**September 2014:** Examination Invigilator

# Duties included;

•Complying fully and faithfully with the invigilators code of conduct.

* Ensuring students comply with Institution’s rules and have required documents
* Demonstrating honesty and integrity
* Ensuring unauthorized persons do not access information from me regarding examination and the Institute.

**FIDELITY SHIELD INSURANCE, ELDORET-KENYA**

**June 2014-January 2015:** Financial Advisor/Sales Agent

# Duties included;

•Selling Insurance policies to meet sales target.

•Reviewing policy to determine coverage

•Advising clients about insurance investment benefits and premium payment procedures

•Follow-up on clients to complete payment of premiums

**FIRST ASSURANCE COMPANY LIMITED NAIROBI-KENYA**

**March 2013-February 2014:** Assistant Claims Officer

# Duties included;

* Posting and attaching information on claim files
* Reviewing policy to determine coverage
* Settling claims in accordance with Company’s rules and regulations
* Examine claims forms and other records to determine insurance coverage
* Process and record new medical insurance claims
* Analyzing claim trend and advising underwriting team on risk measurers
* Attending to clients and service providers in case of inquiries

**FIRST ASSURANCE COMPANY LIMITED NAIROBI-KENYA**

**November 2012- February 2013:** Data Entry Clerk

# Duties included;

* Using computers to enter, search and retrieve data
* Paying small claims
* Transmitting claims for further investigations.
* Organize and maintain files for each policy holder, including policies that are to be reinstated or cancelled.

# LEADERSHIP

**SECONDARY SCHOOL:** School Captain

Class prefect

**UNIVERSITY :** Finance Minister in the Students Guild

Councilor in the Students Guild

Deputy Minister for Campus Affairs in the Students Guild

# HOBBIES

* + Travelling
  + Playing Football
  + Reading Novels and Business Publications

# REFEREES

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Mrs. Oludhe Dorothy Case Manager

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