

Curriculum Vitae

Grace Nyokabi Nyutu

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Personal Profile

I am a sharp-minded, self-driven and highly innovative professional in software development, insurance, data analysis, risk management and finance. I am motivated by challenging tasks which act as a molding platform for my career growth. I desire to grow in the field of Android and Web software development and testing. I have over 4 years working experience in insurance and business fields.

Education

2021-2022

Software Development

Moringa School

2020-2020

Data Analytics

LinkedIn Learning

2011-2015

Bachelor of Business and Management (Management Science).

Attained: Second Class Upper Division
Kisii University

2010 - 2012

College of Insurance (COI)

Diploma In Insurance (AIK)

2006 - 2009

Kenya Certificate of Secondary Education.

Attained: Mean Grade A- (Minus)
Kangubiri Girls' High School.

Skills

- **Software Development:** I have been trained on software development for Android and Web where I have so far used HTML 5, CSS, JavaScript, jQuery, C# C, Java, SQL and Python.
- **ICT Competence:** Exceptional ability to work in Linux and Windows operating systems.
- **Data and Financial Analysis:** Trained in data analysis and modelling techniques.
- **Financial Skill:** Measuring financial risks and then developing and implementing strategies to minimize that risk. Advising on the financial implications and consequences of business decisions.
- **Analytical Skills:** Recognizes areas of weaknesses requiring improvements and makes recommendations for consideration, approval, and implementation.
- **Planning and Organizing:** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.
- **Insurance:** Underwriting, Claims analysis, Reinsurance, and schemes management.
- **Customer Relations skills:** Through my experience in the insurance industry, I have learned how to handle customer queries and help solve them.
- **Business negotiations skills:** I have gained and practice good negotiations skills with clients and potential customers.
- **Sales and Marketing:** Having hands on experience skills in sales and marketing of financial products as a financial advisor.
- **Adaptability:** I can quickly adapt in a new environment and work with the required set guidelines.

Work Experience

February, 2020 to June, 2020

Resolution Insurance Kenya Limited

Position: Unit Assistant.

Responsibilities:

- Submitting weekly production reports based on allocations.
- Gathering background information in order to effectively access the risk involved.
- Preparation of allocations for both corporate and individual clients and ensuring documents and allocations are captured and saved in the system.
- Preparing renewal invitation and negotiating terms with policyholders
- Receipt and verification of all policy application documents and attachments in compliance with the checklist.
- Prepare quotations.

April, 2019 to July, 2019

Resolution Insurance Kenya Limited

Position: Assistant Underwriter.

Responsibilities:

- Gathering background information in order to effectively access the risk involved.
- Computing results for appropriate premium.
- Keeping detailed and accurate records of policies underwritten and decisions made.
- Preparing Renewal invitation and negotiating terms with policyholders
- Specifying conditions to be imposed on different types of policies.

January, 2016 to February, 2018

CIC Insurance Company Limited

Position: Financial Advisor.

Responsibilities:

- Sales and marketing.
- Relationships management with existing clients.
- Sell life assurance to prospective and existing individual and corporate clients.

April, 2015 to November, 2015

Judah Enterprises

Position: Operations Assistant.

Responsibilities:

- Cashiering.
- MPESA and Equity Bank agency transactions.
- Planning Inventory preparations and reporting.

January 2012 to April 2012

Grame Insurance Agencies Ltd.

Position: Insurance Officer

Responsibilities:

- Underwriting for various insurance policies.
- Claims analysis.
- Conducted customer awareness surveys on the importance of insurance products.

Additional Information

Positions of Responsibilities and Awards

- 2012: Awarded The Best Student Overall in Diploma in Insurance from The College of Insurance (COI)
- 2022- Date: Serving in the Media Team doing Web Development and Graphic Design at Fountain Gate Church.

Hobbies and Interests

- Travelling for adventure and music.

Referees

Mr. Joseph Ndungu Wanjiru,
Branch Manager- Thika,
Resolution Insurance Company Limited,
Telephone no: +254 721 464 936
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Mr. Geoffrey Obuon,
Unit Business Manager,
Resolution Insurance Company Limited,
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Mr. James Mwaura Kogi,
Unit Manager-Kiambu,
CIC Insurance,
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