

# JOHN KURIA NDUNGU

## Actuary

### Contact

+254707475539

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### Profile

Nationality: Kenyan

Language: English, Swahili

### Socials

+254 707 47 55 39

John K. Francis

John K. Francis

John K Francis

Firehouse productions

### Skills & Abilities

- Communication Skills
- Analytical Skills
- Graphic design
- Programming
- Digital marketing
- Document production
- Languages: Fluent in English and Kiswahili
- Trend analysis
- Motion design
- Data analysis

### Key Competence

- Insurance
- Financial Analysis
- Risk assesment

### CAREER OBJECTIVE

To apply my Actuarial Science background and client advisory skills in delivering reliable financial and insurance solutions, while contributing to organizational growth and building long-term client relationships.

### EDUCATION BACKGROUND.

2021 – 2025 **KIRINYAGA UNIVERSITY**  
Bachelors of science in Actuarial Science

2015 – 2020 **GAKURARI HIGH SCHOOL**  
KCSE Attained a C+

2008 – 2014 **MABAE PRIMARY SCHOOL**  
K.C.P.E attained 259 marks

### WORK EXPERIENCE

#### Customer service

Dec, 2024 – Oct, 2025

Huduma Centre - Kerugoya

- Assisted clients with registration, documentation, and service requests
- Managed and resolved customer inquiries and complaints efficiently
- Maintained accurate records and monitored workflow processes
- Created visually clear guidance materials to enhance client understanding
- Designed graphics for online visuals to support communication and engagement

#### Industrial Attachment – Accounting officer

April to Sep 2024

Palmtimes solutions limited

- Prepared and reconciled account statements and ledgers
- Assisted in payroll processing, invoices, and payment tracking
- Supported month-end and year-end financial reporting and audits
- Processed and recorded financial transactions, ensuring accuracy and compliance with company policies

### REFEREES

**Simon Njoroge**

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Palmtimes Extra  
solutions ltd  
Tel: 0722 817066

**Zachary Kayiita**

C.O.D SPAS,  
Kirinyaga University  
Tel: 0723415063