

KOYOO MAXWEL

	Address	Phone	E-mail
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OBJECTIVES.

To work diligently with a high degree of responsibility to provide quality services in my field of work, in line with the organization's policies and to also utilize my skills towards the realization of the corporate world goals.

EDUCATION BACKGROUND

Diploma in Information Technology

- Business framework and information technology.
- Modern organization and IT Information strategy.
- Database management.
- Information technology and globalization.
- Management control of information.

PE-HILL HIGH SCHOOL (2011-2014)

Kenya Certificate of Secondary Education.

EMPLOYMENT HISTORY

Customer Care Sales Representative at Kenya Orient Insurance Ltd.

(2016- Nov 2017)

- Call potential clients to expand their customer base.
- Developing and suggesting new auto insurance policies to meet the changing and varying needs of (prospective) clients.
- Ensuring the complaints of clients are properly looked into and addressed effectively.
- Maintaining the loyalty of clients to his/her insurance company

- Travelling to meet new and existing clients.
- Recording the statistics of clients' take on different insurance policies.
- Taking part in the process of entering into auto insurance contracts.
- Empathizing with clients upon the occurrence of risk(s) whether or not the policy they took covered the risk.
- Initiating and implementing plans that will make his or her parent insurance company more profitable.
- Assisting with the renewal of insurance policies.
- Assisting clients on how to claim for their insurance benefits.

KIPEPEO TECHNICAL COLLEGE.

Computer Trainer. 2015

- Train and instruct students, learners and end-users in computer operations.
- Design, implement and administer training schedules.
- Evaluate and assess student progress.
- Implement new technologies and methodologies in training issues.
- Brief and instruct end-users on new technologies, software programs and applications.
- Assist and support other personnel in classroom management.
- Receiving phone calls for inquiries from the public.
- Integrate best practices in training schedules and procedures and issues.
- Printing of certificate of merits with the authority from the Director.

ACHIEVEMENTS.

Kenya orient insurance ltd.

Team leader: at unit management.

In charge of, training new recruits on the product knowledge and how to make a good sale.

SAMASOURCE DIGITAL BASICS. (May 2018)

Modules.

- Web research
- Digital literacy
- Machine learning
- Work readiness

Skills

Team leader.

Team building.

computer basic and technical skills

REFEREES:

Mr. Hagai Muga

Agency Manager (Kisumu branch)

KENYA ORIENT INSURANCE LTD.

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Mr. Abudallah Yusuff.

Administrator- Kipepeo Technical College

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