



## Jacktone Okwemba

Born 26th of May 1996  
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+254754398262

### CERTIFICATES

#### Cisco Certified Network Associate (CCNA)

The Cisco Certified Networking Associate (CCNA) certification is the perfect starting point for emerging network engineers looking to enhance their foundational networking knowledge. It teaches students to install, configure, troubleshoot and operate LAN, WAN and dial access services for medium-sized networks.  
Oct 2018

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Apr 2019

### ASSOCIATIONS

### LANGUAGES

#### Swahili

Spoken: Fluent • Written: Fluent

#### English

Spoken: Fluent • Written: Fluent



### INTRO

I am at my best in a job where I can work with other people, but also have the chance to concentrate in privacy, and have some level of both independence and collaboration in decision-making. I also am confident and succeed in performing complex tasks and processes within a tight schedule, and hectic and varying work suits me very well. Tasks where I have an opportunity to solve problems bring the best out of me.



### WORK EXPERIENCE

#### CCTV Installer and Maintenance

Zemella Pharmacy LTD • Sep 2021 - Present

#### NHIF Claims Officer

St. Anne's Segla Mission Hospital • Nov 2020 - Present

Ensuring accurate set up and mapping of the various NHIF sub accounts in HMIS. Ensuring that the hospital always adheres to the NHIF contract. Facilitate the implementation and be the champion of the NHIF e-claim system at the hospital. Oversee pre-authorization and billing of NHIF funded dialysis claims. Support the credit controller in the collection and reconciliation of the NHIF account. Ensure maximum collection of NHIF rebates against patients bills. Monitor and improve NHIF compliance processes and practices in the hospital. Handling disputed bills with NHIF and negotiating to bring payment within the agreed terms. Identifying changes in payment patterns and proposing action to avert indebtedness. Prepare NHIF related performance reports. Maintain cordial business relationship with local NHIF offices.

#### Senior ICT Officer

St. Anne's Segla Mission Hospita • Nov 2019 - Present

Efficiency and Operational Excellence Risk Management & Information Security  
Data Management & Analytics Collaboration & Knowledge Management

#### Internship/Attachment

National Hospital Insurance Fund Kisumu • Apr 2019 - Jun 2019



### EDUCATION

#### CCNA

KCA UNIVERSITY • Jan 2018 - Jan 2018

#### ICDL

MASENO UNIVERSITY • Jan 2017 - Jan 2017

#### Diploma

KCA UNIVERSITY • Jan 2017 - Jan 2019

#### KCSE

FRIEND SCHOOL SENENDE BOYS • Jan 2013 - Jan 2016



### SKILLS

File management and data back-up Security operations

Accounting IT-systems (use of) Compliance Cash management (company)

Auditing of accounts Database query languages (SQL, others)

System administration Operating systems IT training IT support

[IT equipment installation and configuration](#) [Database administration](#)  
[Computer, laptop maintenance and repair](#) [Office tools: Word, Excel, Outlook](#)  
[Installing new software](#) [E-mail and internet](#) [Basic computer maintenance](#)  
[Networking](#) [Network design](#) [Cisco certified network associate \(CCNA\)](#)



#### HOBBIES



Reading



Programing



#### LINKS



<https://www.linkedin.com/in/jack-okwemba-a4aa79144>



#### REFERENCES



##### **Daniel Etemesi • Zemella Pharmacy LTD**

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##### **Joyce Musira • St. Sega Mission Hospital**

Manager • +254 732216602 • joycemusira02@gmail.com



##### **Henry Musindi • National Hospital Insurance Fund**

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