

Jacktone Okwemba

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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
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Oct 2018

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medium-sized networks.
Apr 2019

ASSOCIATIONS

LANGUAGES

Swahili

Spoken: Fluent • Written: Fluent

English

Spoken: Fluent • Written: Fluent

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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.



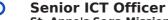
WORK EXPERIENCE

CCTV Installer and Maintenance Zemella Pharmacy LTD • Sep 2021 - Present

NHIF Claims Officer

St. Anne's Sega 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.



St. Anne's Sega 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

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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

<u>IT equipment installation and configuration</u>

<u>Computer, laptop maintenance and repair</u>

<u>Installing new software</u>

<u>Basic computer maintenance</u>

<u>Networking Network design Cisco certified network associate (CCNA)</u>



HOBBIES



Reading

Programing



LINKS



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



REFERENCES



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