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PERSONAL DETAILS

NAME : FRANKLINE

NATIONALITY : KENYAN

LANGUAGE : ENGLISH AND KISWAHILI

EMAIL : [frankline.325139@2freemail.com](mailto:frankline.325139@2freemail.com)

SKILLS AND COMPETENCE

Am a team player with team building skills and ability to work with diverse teams, have strong communication skills, well-spoken and presentable. Am a fast learner quick to adapt and willing to embrace change.

EDUCATIONAL BACKGROUND

2011 – 2015 : UNIVERSITY OF ELDORET

QUALIFICATION : B.Sc. IN ACTUARIAL SCIENCE WITH ICT

2006 – 2010 : ST. MARYS` UKWALA HIGH SCHOOL

QUALIFICATION : KENYA CERTIFICATE OF SECONDARY EDUCATION

: CERTIFICATE IN COMPUTER PACKAGES

WORK EXPERIENCE

JUNE 2016 – DATE : PHOENIX CAPITAL LIMITED

Responsibilities;

* Preparation of daily/ monthly reports
* Loan processing
* Retail Banking
* Underwriting processes
* Filling tax returns
* Debt follow up
* Updating loan sheets
* Maintaining cash flow
* Recording orders are requested by customers

FEBRUARY 2015 – MAY 2016: JUBILEE INSURANCE COMPANY LIMITED.

Responsibilities;

* Preparation of quarterly of Actuarial valuation (Uniflex Policy values).
* Weekly filling and maintenance of agency documents (Documentation).
* Determining policy account values for universal plans.
* Insurance Industry competitor and market analysis.
* Attending to referrals and respond to clients and agents both internal and external.
* Assist in commission updates.
* Checking and confirming membership validity and benefits.
* Underwriting processes.
* Assist on Product Development especially Keyman Insurance
* Data analysis and reporting of Life business figures on MS Excel.
* Update and redesigning product marketing materials.
* Handling queries from clients and intermediaries.
* Product review of existing and upcoming Life products.
* Survey projects and assignments related to Life Business valuation.
* Documentation follow up from renewals and endorsements.

MARCH 2014 – JANUARY 2015: TECHNOSERVE KENYA.

Responsibilities;

* Direct data collection and compilation as well data analysis and report writing
* Maintaining accurate records of farm inputs
* Data Entry and maintaining Staff Records
* Computer Maintenances
* Develop the data collection strategy and filing of hard copies of all documentation.