

# Kipleting Jonathan Rono

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## Actuarial Analyst

Actuarial science graduate with strong analytical skills. I also have in-depth knowledge and in areas of insurance such as underwriting, product design, loss and profit modeling. Experienced in diverse areas of data management and analysis, sales and IT. Highly motivated by the desire to succeed and grow with a reputable company. Currently looking for a relevant opportunity that can utilize my skills and give me an opportunity to learn and grow professionally.

### Skills & Competencies

- Skilled in data handling, data entry, and data management.
- Strong analytical skills through data collection, consolidation, analysis and reporting.
- End to end customer experience and satisfaction, customer relationships and client management.
- Able to communicate clearly and professionally, both verbally and in writing, with clients, colleagues, and superiors.
- Strong multitasking skills to stay organized and maintain efficiency in a fast-paced environment.
- Administrative work including correspondence, filing, report writing, data collection and analysis.
- Excellent time management, negotiation and interpersonal skills.
- Strong problem-solving abilities to address issues promptly and find suitable solutions while maintaining a positive attitude.
- Able to adjust schedules, handle emerging changes, and cope with high-pressure situations.
- Strong teamwork skills to work as part of a team and collaborate with colleagues to deliver exemplary services.

### Academic Background

#### Bachelor of Science; Actuarial Science

Moi University, Eldoret

2018

Second Class Honors, Upper Division

#### Diploma in Information Technology

Starehe Technical Training Institute

2011

#### Kenya Certificate of Secondary Education

Starehe Boys' Centre and School, Nairobi

KCSE, 2009

Grade: A (Plain)

### Areas of Expertise

Business Management

Data Entry

Data Analysis

Customer Relationship Management

Accurate Forecasting

Insurance

Data Visualization

Report Writing

## Work Experience

Sales Merchandiser & Analyst; Alain Farms for Animal Production, Sharjah, UAE Jan 2019 - March 2020

- Managed store optimisation in-line with sales performance, improving profitability and maximising product availability.
- Answered customers' questions about products, prices and availability to enhance customer satisfaction.
- Maximised sales by designing interactive and engaging store displays.
- Performed product quality checks for anomalies to meet customer expectations and comply with regulations.
- Managed turnover of fast selling lines, forecasting for peak trading seasons to avoid stock-outs.
- Provided information to help management in decision-making by reporting growth, expansion or closure of stores in assigned territory.
- Liaised with the sales supervisor to ensure sufficient product range availability, ensuring strategy guidelines were being implemented.

Industrial Attachment; Eldoret M&J Agencies Ltd- Eldoret, Kenya Sept - Dec 2016

- Managed financial affairs, including accounting, budgets, billings and reports.
- Cultivated long-lasting clients' relationships to maintain customer retention.
- Managed business strategy and plan development, designing to increase our client base.
- Meticulously assessed business operations to determine required enhancements for increasing business efficiency and profitability.
- Formed and sustained strategic relationships with clients.

## Professional Values

- Ability to work independently and think innovatively.
- Ability to manage multiple tasks, priorities and deadlines
- Accuracy and attention to details.
- Team player with an excellent work ethic.
- Honesty, Integrity and Accountability
- Ability to evaluate opportunities for strategic partnerships.

## Language Proficiency

### English

Reading, Writing and Speaking

### Swahili

Reading, Writing and Speaking

## Computer Proficiency

MS Excel	Excellent
MS Word	Excellent
MS Outlook	Intermediate
MS Access	Intermediate
MS PowerPoint	Intermediate
Internet Applications	Excellent

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- Closely monitored all company operations on our management systems, including finances, investments and other business ventures.
  - Increased efficiency, effectiveness and profitability by managing team productivity, costs and budgets.
  - Conducted financial analysis, researched business agreements and negotiated critical contracts.
  - Led and contributed to market and business development activities, identifying and pursuing new potential client services opportunities.

IT Technical Support Intern; Moi Teaching & Referral Hospital, Eldoret, Kenya  
July 2012 – September 2012

- Installed malware to protect software from virus and cyber threats, protecting delicate information.
- Installed and preserved hardware and computer peripherals to store tangible components.
- Documented technical issues and solutions to maintain record of pending and completed work orders.
- Inspected equipment and machinery to detect damages, conducting minor repairs or replacements.
- Answered calls and emails to respond to user requests and assist with fixing problems, providing speedy solutions.
- Troubleshoot hardware and software issues to resolve bugs, minimising work disruptions.
- Updated operating systems and computer software to enable compatibility with programmes.

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## Referees

### **Reuben Saina**

Actuarial Analyst;  
Acre Africa  
+254723599027

### **Abdulla Mohammed**

Human Resource Administrator  
Alain Farms  
+97137114527

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