

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Alex Kipruto Kimoru

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CAREER OBJECTIVE

I am a hardworking and motivated individual who has acquired extensive knowledge in the field of sales and marketing in my career level. My work experience have been in a financial industry hence interacted with customers frequently and handily them end to end. I am currently looking forward to progress my career in a more challenging role. I have excellent communication skills which have enable me to build a strong relationship with clients and colleagues.

EDUCATIONAL BACKGROUND

Laikipia University	September 2015-
Dec 2019	
Bachelor of Science in Economics and Statistics	
Emining Boys High School	February 2011- December
2014	
Kenya Certificate of Secondary Education	
Molosirwe primary	January 2001 – December
2010	
Kenya Certificate of Primary Education	

SPECIAL SKILLS

- Computer skills(*ms word, ms excel, mspowerpoint, ms windows, keyboarding, emailing and internet, ms adobe page maker*)
- Data analysis Package (SPSS, STATA, SAS, Advanced Excel)
- Quite sense of responsibility and negotiation skills
- Interpersonal skills

- Splendid ability to work and meet deadlines.

WORK EXPERIENCE

Britam Insurance-April 2025 to date

Position: Financial Advisor (FA)

Responsibilities

1. **Assessing Client Needs**-Understanding clients' insurance requirements and providing personalized recommendations.
2. **Policy Sales**-Selling insurance policies that meet clients' needs, explaining policy terms, and ensuring clients understand what they're purchasing.
3. **Policy Servicing**-Handling policy renewals, updates, and changes, as well as addressing client concerns or questions.
4. **Claims Assistance**-Helping clients navigate the claims process, ensuring they receive the benefits they're entitled to.
5. **Risk Management**- Providing guidance on risk management strategies to help clients minimize potential losses.
6. **Product Knowledge**-Staying up-to-date on various insurance products, including their features, benefits, and limitations.
7. **Building Relationships**-Developing and maintaining strong relationships with clients, understanding their changing needs, and adapting policies accordingly.

KCB Bank Limited- March 2023 To March 2025.

Position: Direct sales representative (DSR)

Responsibilities

- a. Delivering monthly set targets in asset(Loans), liability(Deposits) and Insurance products for the Bank.
- b. Actively take part in sales activities organized by the Bank in order to acquire new business.

- c. Offer excellent customer experience while interacting with customers and provide real time solutions on their needs.
- d. Participate in product campaigns to ensure product information is readily available to customers.
- e. Conduct door-to-door direct selling.
- f. Daily sharing of business acquisition reports.

FAMILIA BORA MEDICAL CENTRE

POSITION: Accountant

ROLES:

- a. Daily recording financial transactions
- b. Preparing financial statements
- c. Preparing monthly financial reports
- d. In charge of claims and processing

NATIONAL HOSPITAL INSURANCE FUND

POSITION: ATTACHEE

ROLES:

- a. Receiving and recording of hospital and general claims
- b. Capturing of hospital and general claims
- c. Conducting hospital surveillance
- d. Processing hospital claims overlap
- e. Attending to customers in claims section

KEY SKILLS & COMPETENCES

1. High level of integrity, commitment and professionalism in discharging my responsibilities

I possess excellent interpersonal and communication skills demonstrated by interactions with colleagues, clients and non-technical stuff in daily interactions.

2. I'm a computer literate with experience in Microsoft Word with a typing speed of 45

words per minute, excel spread sheet, publisher and the internet in general.

3. I can work effectively and efficiently with minimum or rather without supervision and I'm also a team player when need be.
4. I am goal oriented, dynamic, passionate, a self-starter and always ready to learn and adopt new ideas, environment and tasks bestowed upon me.
5. I have proven to possess problem-solving skills and great leadership skills in different platform and offices I have served.
6. I have a strong ability to handle multiple tasks, set priorities, meet deadlines and analyze quotations.

REFEREES

Christine Keter

Branch Manager

KCB Nakuru Branch

0722 263 254

James Toroitich

Manager Operation

KCB Rumuruti Branch

0728 419 202

Dr. Jonathan Sumukwo

Director

Familia bora Medical centre

0721 366 193