

CURRICULUM VITAE

Personal Information

Name: Tonny Mutethia Kiraithe
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Location: Kenya, Tharaka Nithi County

Career Objective

I have acquired a Diploma in Nursing and with seven years of experience, my objective is to serve humanity by facilitating health and making the world a better place.

Education Background

2008 – 2011: Chogoria Boys High School – Kenya Certificate of Secondary Education, Grade C+
1999 – 2007: Chogoria Boys Boarding – Kenya Certificate of Primary Education, 352 marks
Clive Irvine College of Nursing – PCEA Chogoria Hospital (Diploma in Nursing)

Professional Experience

2023 – Present: Medical Claims Analyst – Madison Insurance

Duties:

- Reviewing, analyzing, and verifying medical claims for accuracy and policy compliance.
- Liaising with healthcare providers, doctors, and clients to ensure correct claim processing.
- Investigating and resolving claim discrepancies to minimize fraud and errors.
- Preparing detailed reports on claims outcomes and ensuring timely processing.
- Providing medical expertise in assessing claims documentation.

2020 – 2022: General Nurse – Al-Amin Hospital, Nairobi

Duties:

- Providing general patient care, including administering medication and injections.
- Assisting doctors in ward rounds, minor procedures, and patient reviews.
- Monitoring patients' vital signs and documenting progress.
- Educating patients and families on treatment plans and health management.
- Maintaining proper infection control practices and ensuring ward hygiene.

2017 – 2020: Nurse (Surgical Ward) – PCEA Chogoria Hospital

Duties:

- Preparing patients for surgery and providing pre- and post-operative care.
- Assisting surgeons and anesthetists during surgical procedures.
- Monitoring patients in recovery and addressing complications promptly.
- Administering medications, IV fluids, and wound care.
- Keeping accurate medical records and ensuring proper patient documentation.
- Supporting families with updates on patient conditions.

Referees

- Mrs. Dinah Kiraithe – Surgical Ward In-charge, PCEA Chogoria Hospital
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- Dr. Mohamed – Chief Executive Officer, Al-Amin Hospital
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- Mr. Kelvin Muthuri – Supervisor, Madison Insurance
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