

BEVERLY PRISCA ADHIAMBO



Nairobi



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22nd February 2001

EDUCATION

2025

Craft Course in insurance

Jan 2024- April 2024

College of Insurance
(Certificate of Proficiency)

2022-2022

Network Interface Institute of
Professionals
(computer packages)

2016-2019

Alendu Secondary School
KCSE Certificate

2007-2015

Ingusi Primary School
(KCPE certificate)

OBJECTIVE.

I aspire to be involved in a work environment that I can fully utilize my skill, and actively involve with systems that contribute to both personal and organizational growth.

PROFILE

I am hardworking with vast integrity and high moral standard, a fast learner and require minimal supervision in carrying out my assigned duties. I am team player and always ready to learn at every opportunity I get. I am innovative and creative, with a keen ability to create operational efficiencies that increase accuracy and drive productivity.

WORK EXPERIENCE

2024 to July

Gurunzi & Associates Services Limited

Insurance claim analyst

Duties and responsibilities

- Assisted in maintaining organized and accurate filing systems for insurance documents and records.
- *Assisted in the preparation of claim reports and presentations, compiling data and information as required for insurance.*
- *Analyzing claimant's information to identify fraudulent claims.*
- *Collaborated with insurance investigators to facilitate the efficient field work for effective data collection.*

REFERENCES

1. **Dominic Rono**
Claim Analyst and
Lead Investigator
Gurunzi&Associates
Services
Number: 0703-888598
2. **Philomena Liech**
Gurunzi & Associates
Supervisor
Number: 07316672134
3. **Leila Mughasia**
Claims Officer
APA insurance
Number: 0723497524

2022 -to 2024 April

- Assistant Filing Clerk
(APA Insurance Company Limited)

Duties and responsibilities

- *Assisted in maintaining organized and accurate filing systems for insurance documents and records.*
- *Managed the sorting, indexing, and storage of physical and electronic files.*
- *Responded to internal inquiries and requests for information, retrieving and providing relevant documents as needed.*
- *Collaborated with team members to facilitate the efficient retrieval and dissemination of information.*
- *Assisted in the preparation of reports and presentations, compiling data and information as required.*
- *Contributed to the development and implementation of filing policies and procedures to improve efficiency and accuracy.*

HOBBIES

- *Reading Journals*
- *Traveling*
- *Volleyball*