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|  **ACHIRO OLOO SEDDY** **[0705415448|achiruoloo@gmail.com]** |
|  Date of Birth: 12TH December, 1993. Nationality: Kenyan. |
| **PERSONAL STATEMENT** |
| A visionary, self-disciplined, excellent –driven, passionate and adaptable professional in Actuarial Science. He has got experience and excellent track record in Financial Analysis/Reconciliation, book keeping, Financial Reporting, Financial Accounting, Investment Management & Analysis,Research,Data Collection, Entry & Analysis, Modeling & Presentation, Risk Management, proposals, Credit Appraisal ,Insurance & Re-insurance,Auditing,Claims , Customer Service and Digital Marketing .He treasures honesty ,transparency , and accountability as his core values, with a central focus on result. His attention to detail and excellent time management skills means that every task is completed efficiently and to the highest possible standard. He has acquired exposure to work ethics, policies and procedures on quality management, interpersonal relationship, risk control, uncertainties and Safety. He is passionately seeking for an opportunity in a forward driven organization in support to his continuous learning and growth ,working as part of a team or independently to new challenges and additional responsibilities with a focus on delivering quality service on a continuous basis. |
| **WORK EXPERIENCE**  |
| **May,2019-Present :SEDENE WRITERS|CEO*** Delegated duties and responsibilities to Staff Members.
* Making major decisions on behalf of the company.
* Assessed and approved payroll.
* Supervised the daily operation of the organization.
* Implemented strategies and techniques for the company e.g marketing, sales and administration.

**January,2018-February,2019|Platinum Credit Ltd|Sales Excecutive (Dagorretti Branch)****Duties and Accomplishments.*** Promoted brand awareness through direct selling,activation,fliers and digital marketing(web and social media)
* Advised clients on the appropriate products and credit amount offered by the company i.e. logbook loans, pay slip loans and title deeds.
* Offered loans to civil servants, bankers ,landlords and vehicles
* Verified and validated cheques before lending.
* Analyzed and processed the clients documents/information prior to lending i.e. online vehicle search, vehicle ownership transfer through NTSA, account verification, insurance cover, vehicle valuation and assessment, tracking installation.
* Ensured credit security through effective verification of documents i.e. cheque books, bank statements, Certificate of incorporation, appointment letter, logbooks transfer, joint vehicle ownership accounts, vehicle track installation, id, passport, and comprehensive insurance cover, vehicle year of registration, assessment and valuation.
* Appraised the clients’ accounts and abilities.
* Generated a market force report on a weekly basis.

**June,2016-November,2017|Fortitude Sacco| Credit and Risk Analyst: Internship.****Responsibilities and Accomplishments:*** Determined the probabilities of default to the society by clients before lending.
* Modeled, evaluated and presented financial reports on a monthly basis.
* Recommended for the regulation of products’ lending rate that increased the borrowing rate and the general revenue by 15%.
* Introduced bench marking techniques that enhanced efficient operation and the overall performance among the staff.
* Processed statutory deductions reports and remit finance for payouts i.e. tax, pension, NSSF.
* Appraised clients’ accounts for credit worthiness.
* Appraised the general performance and the key performance indicators to the established goals.
* Provided bulk cash support with a 100% accuracy.
* Updated books of accounts on a regular basis.
* Maintained timely payouts of salaries to members .

**May-September,2013-2015|FR.Tielen High School Mathematics/Chemistry Teacher.*** Assisted in setting and maintaining standard of classroom behavior.
* Analyzed the students’ performance on a regularly basis.
* Taught Chemistry and Mathematics.
* Evaluated students’ progress on a regular basis.
* Prepared for classes assigned and showed written evidence of preparation upon request of the immediate supervisor.
* Coordinated, supervised and assessed examination which inculcated integrity, transparency and accountability.

**PRE-PROFESSIONAL ACTIVITIES*** Participated in tree planting e.g. tree planting day at Isiolo under the courtesy of Meru University of Science & Technology to improve the environmental condition.
* Visited the elderly, orphanages and hospitals in the vicinity of Meru University under the courtesy of Catholic Action of Meru University which ensured moral support to the underprivileged.
* Participated in product design by Actuarial Society of Kenya for the purpose of innovation and invention.
* Contested for Academic Secretary Seat Meru University 2015/2016

**EDUCATIONAL/PROFESSIONAL BACKGROUND.****Present|KASNEB**CPA 1**Present |Institute of Faculty of Actuaries,UK**Financial Mathematics & Actuarial Mathematics**November-December,2017|Yusudi** Certificate in Career planning and Development; Soft and Life Skills.**October-November,2017|Google-Emobilis**Certificate in digital Marketing.**2013-2017|Meru University Of Science and Technology.**Bachelor’s degree in Actuarial Science. **2009-2012|Mbita High School.**Kenya Certificate of Secondary Education(Mean Grade: A-)**2001-2008| Primary Kombe School.**Kenya Certificate of Primary Education(326 Marks)**SKILLS*** Exceptional accuracy and attention to detail.
* Proficient in Microsoft Office 2016 Applications: Word, Excel, Publisher, Power Point; Business Plan, Marketing Plan, Pitch creation, Quick Books, sage; project management;presentation;research and Microsoft office
* Effective verbal and written communication skills and negotiation skills to the customer service role.
* Detailed understanding of risk and internal control.
* Flexible and adaptable to fluctuating workflow levels.
* Ability to work in a team environment and on own initiative.
* A positive approach and attitude to changes within the work place.
* Highly organized and used to working to tight deadlines.
* Professional, confident, credible, enthusiastic team player with a pragmatic ‘can do’ approach and solution drive.
* Strong technical skills in diagnostics, analysis, SPSS ,SQL, R Programming, web design,problem solving and good decision making.

**REFEREES**Mr. Martín Opere,Principal, Fr.Tielen Secondary School,Head of Principals Mbita Sub-County.P.O Box 54, Mbita.Tel: 0723601447.Dr.Stephene Karanja,Chairman Mathematics Department (C.O.D),Meru University of Science and Technology,P.O Box 972-60200, Meru.Tel:0723520493Mr.Odhiambo Muganda,C.E.O,Fortitude Sacco,P.O Box 237, Mbita.Tel: 0721817221. **Social Networks & Links:** LinkedIn-Seddy Oloo Facebook-Seddy Oloo Google-Seddy Oloo/Seddy Achiro  |  |
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