**BARBRA ANNE ADHIAMBO**

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**Personal profile**

Date of birth: 4th April 1994.

Nationality: Kenyan.

ID no: 31357058.

Marital status: Single.

Religion: Christian.

Language: English, Kiswahili, French.

**Achievements**

* Helped customers identify services and products that best suited their needs.
* Cooperatively worked with others to produce and deliver the required work.
* Articulate and very effective working with people from different backgrounds and temperaments.
* Consistently exceeded sales goals.
* Identified customers’ needs and closed deals only after systematic consultation.
* Teach correct pronunciation, dictation, reading comprehension and sentence structure to French students.

**Education**

 2013-to date: Bachelor of Education Arts(French) Kenyatta university

Grade achieved: study in progress.

2009-2012: K.C.S.E Butere Girls’ High school

Grade achieved: B

1999-2008: K.C.P.E Mumias Sugar Complex Primary School

Grade achieved: A-

**Work experience**

2014-2016: An insurance sales representative Jubilee Insurance

 Main duties

* Attend meetings, seminars and programs to learn about new products and services, learn new skills and receive technical assistance in developing new accounts.
* Calculate premiums and establish payment method.
* Call on policyholders to deliver and explain policy to analyze insurance program and suggest additions or changes.
* Monitor insurance claims to ensure they are settled equitably for both the client and the insurer.
* Seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients.
* Sell various types of insurance policies to business and individuals on behalf of insurance company including life, property, medical and life.

2015-to date: A private tutor of the French language.

 Main duties

* Organize the teaching sessions and course syllabus in French.
* Assign educational tasks and projects to students.
* Assign evaluation tasks.
* Act as a counselor to students’ educational and personal challenges.

**Skills.**

 Professional

* + Excellent communication skills(verbal and written)
	+ Ability to work with Microsoft Excel
	+ Highly organized and able to prioritize workload.
	+ Able to work effectively both individually and in a team.
	+ Work well with little or no supervision.

 Interpersonal

* Aggressive
* Reliable
* Strictly abide by set standards.
* Decision making and problem solving.

**Hobies and interests.**

* Travelling and making new friends.
* Carrying our research.
* Taking part in communal work.
* Reading
* Listening to music.

**Referees**

**Dr. Mulama Hillary**

**Lecturer at Kenyatta University.**

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**Patrick Mukaria**

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