

**HABIBA YVONNE**

**0711693435**

**[habibayvonne198@gmail.com](mailto:habibayvonne198@gmail.com)**

## **GitHub Profile**

**<https://github.com/Habibayvonne>**

## **RELEVANT SKILLS**

### **Programming Languages**

- Javascript, HTML, Css, Golang, Python,
- Frameworks:React ,Bootstrap

### **Systems and Software**

- Operating Systems: Linux and Windows
- Cache Management with Redis
- Database Management with MySQL
- Web development in Javascript, HTML and CSS
- API development in Golang
- API testing with postman

## **WORK EXPERIENCE**

PERIOD:March 2020 - October 2021

INSTITUTION: **SANLAM GENERAL INSURANCE COMPANY**

POSITION: Underwriting Assistant

RESPONSIBILITIES:

- Processing insurance covers for clients
- Checking Financial Transactions of policies on the underwriting side
- Reinsurance processing
- Generating reports on existing business and following up on renewal processing

PERIOD:August 2019 - February 2020

INSTITUTION:**JUBILEE GENERAL INSURANCE COMPANY**

POSITION:Underwriting Assistant

RESPONSIBILITIES

- Processing of underwriting transactions
- Analysing insurance proposal forms to rate the risk profile of applicants before undertaking the business .
- Inviting renewals within the stipulated time frame

- Issuing renewal endorsements/policy documents as per agreed terms and conditions
- Customer service; assisting clients (incoming, through mails and telephone calls)

PERIOD:December 2018 - MAY 2019

INSTITUTION:**VEGPRO KENYA LIMITED**

POSITION:Intern

RESPONSIBILITIES:

- Handing client needs through a supply chain system

## **EDUCATION BACKGROUND**

PERIOD:September 2014 - October 2018

INSTITUTION:**UNIVERSITY OF NAIROBI**

QUALIFICATION:Bachelor of Science in Actuarial Science

AWARD:Second Class Honours

PERIOD:February 2010 - November 2013

INSTITUTION: **ST BRIGID'S GIRLS HIGH SCHOOL**

QUALIFICATION:Kenya Certificate Of Secondary Education[KCSE]

AWARD: A

PERIOD:January 2002 - November 2009

INSTITUTION: **ALL SAINTS ACADEMY KITALE**

QUALIFICATION:Kenya Certificate Of Primary Education[KCPE]

AWARD: A- (384points)

## **REFEREES**

DENNIS NGETICH

UNDERWRITING MANAGER- GENERAL BUSINESS JUBILEE INSURANCE

P.O. BOX 30376 -00100

NAIROBI

0725248941

[Dennis.ngetich@jubileekenya.com](mailto:Dennis.ngetich@jubileekenya.com)

MICHAEL NDEGWA

SENIOR UNDERWRITER

SANLAM GENERAL INSURANCE

P.O. BOX 435-00200

NAIROBI

0724467529

[mndegwa@sanlam.co.ke](mailto:mndegwa@sanlam.co.ke)