**RESUME**

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|  ISAAC PETER ZAKAYO |

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 **Tel: +211 954 909 120**

I worked as a local government administrative officer in the ministry of local government for nine years in all the counties of former central equatorial state in different capacities as director, budgeting and planning officer, county executive secretary and lastly, commissioner’s office manager.

Later, I joined the insurance business where I worked in underwriting, claims, administrative, technical and marketing departments in three different insurance companies. Now I work as underwriting and marketing manager in Nile international insurance co ltd.

 **SKILLS**

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1. Banking and insurance
2. Budgeting and planning
3. Executive secretary
4. Microsoft office and word
5. Logistics and procurement
6. Sales and marketing

 **EXPERIENCE**

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 **Marketing manager**

* Jan 2017 up to now.

Nile international insurance co. Ltd: I work as underwriting/ marketing manager and claims assistant, marketing the company’s products, recruiting marketing officers, agents and brokers, liaise with other government institutions, supervision of branches, advice the claims head of department, conduct market research, advertise company products in the different media outlets and organize promotional activities to boost the company products.

 **Technical manager**

* Jan 2014 –Dec 2015. Maya insurance and reinsurance co.Ltd
* Jan 2015- Dec 2016. Referendum insurance co. ltd.

 Technical manager, determine rates according to severity or frequency of incidents, calculate premiums, investigate and refer claims for settlement, refer disputed claims to the legal adviser, design various reporting formats, supervise branches, acting as general manager in the absence of the chairperson of the board.

**Administrative**

Jan 2005- Dec 2013

* 2005-2013 Ministry of local government: local government administrative officer, work as director for four payams, work in six different counties, draft county annual budgets and plans, supervise budget implementation, carry general market inspection with other relevant authorities, check licenses, liaise with other government institutions and served as county executive secretary, appointed as commissioner’s office manager.
* Work as administrator in Maya insurance and reinsurance co. ltd, run the daily administrative affairs of the company, supervise branches, recommend staff recruitment, claims payment and agent recruitment. Market company’s products, design policies, forms, profiles, bye laws, contracts and other important documents, conduct performance appraisal and perform any duty assigned.

 **EDUCATION**

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1997: B. sc in economics and administrative sciences from Omdurman Ahlia University major in banking and insurance.

1994: Diploma in comboni college Khartoum (CCK)

1993: Sudan school certificate from St. Augustine

 Secondary school in Khartoum.

1988: Yei Day secondary school but the school was disrupted by first civil war.

1984: junior certificate from kinji junior school in Yei.

1981: Report card from Yei two primary school.

1976: Baptism card from Sunday school (Episcopal Church yei))

 **TRAININGS**

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March 2014- June2014: Training in advance underwriting and claims settlement organized by a representative of insurance co. from Kenya.

Jan 2009-june 2009: certificate in local government planning and budgeting organized by United Nations development program (south Sudan)

Jan 2007 – Dec 2007: Certificate of Para military training from police GHQS Buluk- Juba /south Sudan

Feb 2005-Dec 2005: certificate of induction course organized by the local government board and UNDP in Juba/ South Sudan

 **HOBBIES**

1. Walking, reading, sightseeing, logging on to the web and listening to the news and music.
2. Travelling, learning and studying different cultures.
3. Interacting with friends, neighbors and colleagues.

 **REFERENCES**

1. Robert Peter Zakayo : ministry of water and irrigation/RSS +211 912 278 309
2. Benedict Lado Samuel: UNDP/RSS +21 956 119 100
3. Moses Peter Zakayo : +211 954 119 10

 **DECLARATION**

I, Isaac peter zakayo hereby testify that all the information provide above is true, correct and perfect and does not contain any misinformation or misrepresentation according to the best of my knowledge.

 Signed: Isaac peter Zakayo