

# Kuton Raphael Temitayo

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## OBJECTIVE

A highly organized and hardworking individual looking for a position to gain practical experience. I look forward to making contributions to the organization through learning, development and acquisition of new skills.

## EDUCATION

### **B.SC • LAGOS STATE UNIVERSITY • 2019**

Economics

Grade: Second Class(Hons), Upper Division

CGPA: 4.46/5.00

### **NCE • ADENIRAN OGUNSANYA COLLEGE OF EDUCATION • 2015**

Economics/Mathematics

GRADE: Credit "Equivalent to Second Class, Upper Division"

## EMPLOYMENT

### **GRADUATE TRAINEE (NYSC), CLAIMS UNIT (NON-LIFE, CORPORATE BUSINESS) • AIICO INSURANCE PLC • MAY 2021 – TILL DATE**

- Registers new claims as notified by brokers and agents on the company's web platform and ensures proper documentation of the claims by filing and cataloguing.
- Reviews document on notified claims to ensure that the claims are genuine while assigning investigators and loss adjusters to claims that seem less genuine.
- Occasionally goes into the field for post-loss inspection and determination of extent of loss.
- Negotiation of claimed amount with mechanics, garages and engineers after inquiring on the open market prices of parts and costs of repair.
- Ensuring that claims go through the usual channels seamlessly by sending internal memos with brief descriptions on the claims.
- Maintained healthy relationships with service providers that include; engineers, loss adjusters, investigators, recovery agents etc.
- Preparing offer letters and discharge vouchers based on the claimed amount vis-à-vis the terms and conditions of the policy.
- Responsible for managing client's confidential information on the company's customer relationship management (CRM) platform while ensuring that the available information is correct and up to date.
- Processing of claim payments via the company's platform while ensuring that it is authorized by the Head of Department and other authorized parties.

- Maintaining good flow of information with brokers and agents throughout the entire claim process.
- Making weekly report on the numbers of claims registered, amount in the outstanding reserve, number of executed discharge vouchers received and amount paid on claims.
- Responsible for managing and reporting recoveries from co-insurers as well as subrogation and sending them through the proper channels.

**REMOTE RESEARCH/PERSONAL ASSISTANT TO THE FOUNDER • SEREN INC • SEPTEMBER 2021 – TILL DATE**

- Conducts extensive online research focused on startups, venture capitals, angel investors and tech companies. Making judgement calls “based on a number of criteria” in selecting potential investors.
- Assists with managing the screening process for hiring to expand the team (following up with candidates, checking who passes criteria).
- Updates calendar availability. Works closely with the Founder to keep him informed of upcoming commitments and responsibilities, following up appropriately.
- Preparing weekly reports on potential investors and their contact information with Microsoft Excel.

**FINANCE INTERN • SKI 22 MEDIA INC • MARCH 2020 – FEBRUARY 2021**

- Generated reports regarding the finances of the organization.
- Kept track of the company’s accounts receivables and account payables.
- Handled the company’s data and prepared presentations that simplified the data.

**STUDENT TEACHER (MATHEMATICS) • AJARA SENIOR GRAMMAR SCHOOL • OCTOBER 2014 – FEBRUARY 2015**

- Coordinated all activities in the classroom.
- Ensured learning takes place.
- Maintained effective communication with all students during classroom sections.
- Inculcated knowledge, norms, values, skills in students to make them desirable adults.
- Designed lesson plan and constructed adequate instructional materials that suits each lessons.
- Monitored students’ academic performances and provided solutions to poor performances.
- Maintained confidentiality of all students and exhibited good team work with school administrators and parents.
- Collaborated with all staff members to achieve the aims and objectives of the school.

**SKILLS**

- Efficacious communication and interpersonal skills
- Analytical and problem-solving skills
- Excellent social skills
- Emotional intelligence
- Compelling teamwork and leadership ability
- Adaptability and Resourcefulness
- Basic knowledge of Microsoft Office tools