# **FELIX ANNAMAN**

**Email:** [**felixannaman@outlook.com**](mailto:felixannaman@outlook.com) **| Phone Number:0795187264**

**PERSONAL STATEMENT**

Result-driven, adaptable and an innovative individual. With a dedicated academic background, I have honed my theoretical knowledge and am now eager to embark on a journey of practical experience. I possess excellent communication and interpersonal skills. I thrive on working collaboratively with cross functional teams. I am eager to apply my expertise and contribute to the success of a dynamic and innovative organisation. With my attention to detail, understanding of processes and problem-solving abilities (all transferable skills acquired from previous roles), I am confident in my ability to excel in an analytical role and make a meaningful impact.

**SKILLS & QUALIFICATIONS**

* **Excel -** Highly Proficient in Excel for financial data analysis and modelling.
* **Regulatory Compliance –** In-depth knowledge of financial regulations and compliance.
* **Tableau -** Skilled in creating compelling financial visualisation and dashboards.
* **Software Proficiency -** Proficient in programming languages such Python, MATLAB, HTML5, CSS3, JavaScript, React.js, and Node.

**EDUCATION**

University of West London

**MSc Finance & Risk Management**

* **Financial modelling**: Proficient in creating and analysing financial models to support strategic decision making.

Kwame Nkrumah University of Science Technology, Ghana

**BSc Actuarial Science**

* **Statistical analysis:** Strong statistical analysis skills for evaluating data and making informed decisions based on probability and trends.
* **Mathematical modelling:** Ability to create complex mathematical models to solve practical problems.

**Actuarial Software:** Familiarity with industry standard actuarial software such as Excel, R and MATLAB for data analysis and modelling.

**TRANSFERABLE EXPERIENCE**

**Administrator | The Cedarbrook Practice (June 2022- PRESENT)**

* Developed skillset in data management and privacy compliance, with a focus on maintaining HIPAA compliance and protecting sensitive patient information.
* High proficiency in using complex GP management software and tools to perform administrative tasks quickly and to the satisfaction of managers, resulting in increased efficiency and streamlined operations.
* Expert in electronic health record management, enabling accurate and efficient patient care.

**Medical Receptionist | Yeading Medical Centre (May 2022- February 2023)**

* Strong advocate for patients' needs, ensuring best possible care and support was received. Developed expertise in relationship management and customer retention, with a focus on building long-term loyalty and maximising customer lifetime value.
* High expertise in risk management and compliance, with a focus on minimising liability and ensuring adherence to regulatory requirements.

**Sales Associate | Prudential Life Insurance (August 2021)**

* Excellent track record of success in meeting and exceeding sales targets, with a focus on building strong customer relationships and providing exceptional service.
* ⁠Developed expertise in financial analysis and forecasting, with a focus on identifying growth opportunities and maximising revenue.
* Outstanding understanding of insurance products and services offered. Effectively communicated features and benefits to customers. Developed expertise in financial planning and investment management, with a focus on maximising returns and minimising risk.

**Biostatistics Intern | Korle-Bu Teaching Hospital (May 2019- October 2019)**

* Efficient in conducting statistical analysis on data sets using relevant software and programming languages, ensuring accuracy and validity of results. Developed skill in data analysis and modelling, with focus on generating insights that inform strategic decision-making.
* Created effective data visualisations to communicate statistical findings and insights, utilizing software such as Tableau.

**INTRESTS & ACHIEVEMENTS**

* Successfully created and implemented a comprehensive curriculum as a maths tutor providing personalised academic support to students between the ages of 6 to 15 years old and helping them achieve their academic goals.
* Actively pursuing the Investment Advisor Certificate, whilst staying up to date with industry trends and best practices to enhance my financial analysis skills.
* Successfully completing a front-end boot camp course, learning languages such as HTML5, CSS3, and JavaScript to enhance my skills in web development.
* Honed my leadership and interpersonal skills over the past 10+ years as a member of my church's ushering team, where I provided support to fellow members by helping to ensure a smooth welcoming experience for all attendees.

**REFERENCE AVAILABLE UPON REQUEST**