

# CURRICULUM VITAE

## CHRISTIAN KWAKU, KONSIMBO

Born: 5<sup>th</sup> September, 1990

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### OBJECTIVES

I am an innovative, proactive and highly skilled data analyst with organized and focused approach to work who seeks to establish a career with a company desirous of building a solid team for business development and strategy design process. With over five years' experience in data gathering, interpreting and identifying patterns in business data, I am confident that my skills and knowledge will help achieve critical business goals, including streamlining business processes and increasing productivity. I am disciplined, tactful and enthusiastic to succeed in a stimulating and challenging environment.

### EDUCATIONAL BACKGROUND

#### Ghana Stock Exchange

##### *Courses Completed and Certified*

1. Fundamentals of Finance and Financial Markets
2. Corporate Finance
3. Investment Analysis and Portfolio Management
4. Securities trading & Investment Advisory Techniques

##### *Course Completed and Yet to be Certified*

5. Legal & Regulatory Framework & Supervision

#### University Of Ghana

**October, 2018 to Now** – MPhil. Actuarial Science

**September, 2010 to July, 2014** – BSc. Mathematics (Minor in Statistics)

- Organiser, Ghana Association of Statistics Students (GASS, Legon), 2014
- Member of the Mathematics Society, 2011 – 2014

#### Keta Secondary School

**September, 2006 to May, 2009** – WASSCE (Science)

- Member of Mathematics and Science Club, 2009
- Member of the Writers and Debaters Club, 2007

## **Anloga Avete L/A Primary and JSS**

**April, 2006** – BECE

- Assistant School Prefect, 2006
- President of the Mathematics and Science Club, 2005
- Assistant Sports Captain, 2003

## **EXPERIENCES**

### **1. Quality Insurance Company Limited**

**a. Reinsurance Officer, 2019 – Now**

- Lead Project Manager and analyst for all new innovative products the company intends to sell, including Sorpi-Sorpi Insurance, Combo Insurance which are still in development stage.
- Chairman of the company's Website re-development committee.
- Team Lead for the company's mobile app development.
- Team Lead for Motor Facultative Reinsurance businesses.
- Compiling statistics of the company to advice on the kind of businesses to be retained and the ones to be ceded out to reinsurance companies.
- Advise on the appropriate financial reserves to be adopted to keep the company running.
- Developed a user-friendly and guided excel-based premium calculator for the company which prevented undercutting.
- Developed an easy tracking schedule for Facultative claims recoveries.
- Advise on reinsurance programmes the company needs based on analysis of premium incomes and claims paid.

**b. Marketing and Underwriting Officer, 2014 – 2019**

- Prospect for new businesses, underwrite policies and ensure business retention.
- Ensure general office management; particularly, Osu and Tema offices.
- Reconcile agent's business returns and key the businesses in the underwriting software; Agilis.
- Extract, compile, reconcile and process daily, weekly and monthly productions to be forwarded to the head office.
- Innovate and design a template for the premium calculator in Excel spreadsheet.
- Handle all telephone inquiries coming in from clients; as national service personnel.
- Generate report on business retentions and new businesses underwritten by the company.
- Liaise and correspond with agent for premium calculations in times of tariff adjustments.

### **2. ICGC Open Heavens Temple**

**Unit Head, Streaming and Social Media, 2018 – Present**

- Ensure live stream set up is ready on all media pages before Church starts.
- Inspect and tick all checklists before and after service.
- Offer technical support to the head pastor and his PA.
- Co-ordinate and manage all other units of the Multimedia Department for smooth operation.

### 3. Supreme Procurement Agency

*Intern, Procurement Agent, 2010 – 2014 (Intermittently, every holiday from school)*

- Prepare procurement documents for clients.
- Inspect and match the technical specifications of all goods and services that is required.
- Represent clients at Tender Openings.
- Draft, tabulate and summarize Bill of Quantities for clients' bids.
- Ensure that clients have a competitive proposal for requested contracts.

### SKILLS

- Programmer, with efficiency in Python, SPSS and R
- Front-end Mobile App & Web Developer with proficiency in React-Native
- Data analysis and graphical presentation using Power BI
- Data analysis using SPSS, Excel and R
- Computer literate: Microsoft Office (Word, Access, Excel and PowerPoint)
- Responsible team player
- Ability to work with little or no supervision
- Leader with excellent interpersonal skills
- Disciplined, tactful and hard working

### REFERENCES

Mr. Joseph Nii Darko Orfson-Offei  
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