KUAVOGA COSMOS CUDJOE

New-Legon Adenta, Accra • cosmoskuavoga62@gmail.com • +233551687507

CARRER OBJECTIVE

Actuarial Science student skilled in statistical modeling and risk assessment seeking to apply analytical problem-solving and collaborative leadership to support organizational goals. Committed to continuous learning and the advancement of modern actuarial methods.

WORK EXPERIENCE

Corporate Strategy Analyst Internship　　　September 2023 – January 2024
Ghana National Petroleum Corporation (GNPC), Hybrid.

- Assisted in conducting research and presented key findings on the operating environment for crude oil markets, focusing on demand, supply, and price dynamics.
- Assisted in collaboration with cross-functional teams to provide actionable insights on organizational strategies.
- Assisted in monitoring industry trends and their implications for workforce optimization and operational efficiency.
- Other duties as assigned.
- Assisted to analyze data and reports to recommend improvements to existing systems and processes.

Operations Coordinator
Ghana Police Service, Headquarters　　　April 2022 – July 2022

- Led daily operations and ensured the seamless coordination of remote and in-office teams.
- Supported leadership in creating operational plans to manage sudden changes in workforce demand.
- Assisted in developing workforce forecasts and schedules for a distributed team of employees, ensuring optimal resource allocation.
- Collaborated with team leaders to develop training programs to address skill gaps and boost team productivity.

Risk and Insurance Assistant　　　September 2024 – Present

Ghana National Petroleum Corporation (GNPC)

Key Responsibilities & Achievements
- Assisted in conducting risk assessments and prepared reports to support strategic decision-making.
- Assisted in collaborating with cross-functional teams to enhance risk awareness and management.
- Assisted in liaising with insurance brokers and providers to optimize coverage and cost-efficiency.
- Assisted in policy Analysis and Administrative Proficiency
- Accuracy in Data Verification and Claims Processing with Insurance brokers

that are linked to the corporation.

- Cloud-Based Data Management (SAP) and Payment Authorization for better record keeping.

Student IT Technician   July 2017 - August 2019
Pope John Senior High School & Minor Seminary   Effiduase, Ghana

- Performed network, software, and hardware troubleshooting to ensure all laboratory computers were operating optimally.
- Provided direction and support to other students, colleagues, and staff members with issues related to computers, printers and network connection.
- Installed Windows 10 Professional operating systems on desktop computers, installed and updated software and device drivers for computer labs.
- Trained and supervised two junior students to become assistant technicians.
- Setup laptops and projectors for classrooms and staff conference use.

EDUCATION
University Of Ghana, Legon.
Bachelor of Science in Actuarial Science
January 2021 - August 2024

- Relevant Courses: Business Statistics, Probability and Statistic, Financial Mathematics.
- Member of Association of Statistics and Actuarial Ghana.

ALX Data Science
Duration: 27th May 2024 to 2nd June 2025
One year 1 month (13 months)

TECHNICAL SKILLS

- Python, statistical software (R) and SQL.
- Microsoft Office (Excel, PowerPoint and Word)

SOFT SKILLS
- Time Management
- Organization and Strategy
- Critical Thinking and Creativity
- Leadership and Teamwork
- Adaptability
- Attention to detail and accuracy
- Willingness to learn

ADDITIONAL INFORMATION
• Actively pursuing knowledge in data analysis.
• Committed to self-improvement through online learning platforms (YouTube, AI tools like Grok and ChatGPT) to stay updated on finance and tech trends.

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CERTIFICATIONS

- ALX Data Science (26 May 2025)
- Information Security Management System (April 2024)
- General Data Protection Regulation (October 2024)
- Diploma in Risk Management (November 2024)
- Enterprise Risk Management and Analysis (December 2024)
- Financial Globalization, Capital Flows, and the Global Financial Cycle (20 may 2025)
- Cybersecurity (20 may 2025)