

# JOHNSON MAWULI TSIMESE

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## OBJECTIVE

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A highly organized and hard-working individual hoping to gain knowledge in Analytics in order to understand and easily manipulate data in the business world. It is my passion to excel in this field with perseverance and dedication. I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities.

## WORK EXPERIENCE

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### Phoenix Life Assurance Company Limited

North Ridge – Accra, Ghana

Micro Insurance Intern

June 2019 – July 2019

Responsible for;

- Keying in proposal forms onto the company's software
- Attending to clients
- Data entry of payments onto the Microsoft Excel
- Receiving customers' calls in the absence of the Secretary
- Submitting a list of matured claims to the micro insurance manager for verification

### Jem Intercontinental Services

Saki Bediako – Tema, Ghana

Personal Assistant

2020 – 2022

Responsible for;

- Analyzing the trend of the company's revenue and expenditure with the use of R and Microsoft excel to make precise conclusion based of my findings
- Assisting the secretary key in receipts
- Data entry
- Running errands for the company

## EDUCATION

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### Saint Mary's University

Halifax – Canada

Master of Business Analytics

### University Of Ghana

Accra – Ghana

Bachelor of Science: Actuarial Science

## SKILLS

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- Learns and adapt quickly with minimal supervision
- Multilingual; Speaks English, French, Twi.
- Effective team player; working with a team on MikesBikes simulation
- Efficient use of Microsoft word and Microsoft excel
- Efficient use of programming languages such as R and Python

## HOBBIES

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- Making digital marketing videos (reels & tiktoks)
- Inline skating