Submitted to Amentum for ARPA-H STATS

| NAME | JOB TITLE | PWS Tasks |
|------|-----------|-----------|
| Zain Abbas | DIRO - Intermediate Data Analytics Analysis Support | 7.3.1-7.3.3; 7.3.5-7.3.6 |

| Job Responsibility | Qualifying Skills |
|--------------------|-------------------|
| **Data Collection & Analysis:** Gather, process, and analyze data to support decision-making for the Deputy Director. | · Conducted data audits and assessments as a Compliance Data Analyst at Delsey USA, ensuring data quality and integrity in EDI data exchanges.<br>· Performed analytical work on large data sets at DHL Express and Jubilee Life Insurance, drawing insights and preparing reports to inform business decisions.<br>· Worked with advanced data modeling techniques, including K-Means clustering, neural networks, and financial risk assessments in actuarial and insurance settings. |
| **Process Development & Optimization:** Develop efficient data collection and reporting processes to ensure accuracy and consistency. | · Developed and managed inventory tracking processes at DHL Express, optimizing supply chain efficiency through data analysis.<br>· Built and refined predictive models for financial and risk analysis, improving decision-making for insurance pricing strategies at Jubilee Life Insurance.<br>· Designed and maintained AWS databases (MySQL, DynamoDB) using S3 bucket configurations, enhancing data processing workflows. |
| **Process Development & Optimization:** Develop efficient data collection and reporting processes to ensure accuracy and consistency. | · Created dashboards and visual reports using Excel, VBA, and R to support financial and operational analysis at Bright Capital Private Limited.<br>· Managed and visualized complex data sets for actuarial analysis and premium risk assessments, enabling accurate pricing strategies at State Life Insurance Corporation.<br>· Produced reports on data compliance and processing trends, improving operational efficiency at Delsey USA. |

## Education

**University of Maryland, College Park MD**     **2022**
**Master of Data Science and Analytics**

**University of New South Wales, Sydney, Australia**     **2020**
**Master of Actuarial Studies**

**University of Karachi**     **2015**
**Bachelor of Actuarial Science & Risk Management**

## Experience

**Delsey USA, Hanover, Maryland**     **2023 – Present**
**Compliance Data Analyst**

· Perform regular data mapping to ensure the successful exchange of data in EDI formats.

- Monitor EDI data transmissions, file processing, and error handling, swiftly resolving issues to prevent disruptions in operations.
- Conduct data audits and assessments to identify and resolve data quality issues, improving the accuracy of product specifications, inventory levels, and sales forecasts.
- Coordinate with vendors and partners to manage EDI setups, configurations, and connections, ensuring seamless integration across systems.

**DHL Express, Sydney, Australia**                                                    **2019 – 2021**
**Supply Chain Assistant Officer**

- Performed analytical work, including data management and tabulations.
- Prepared reports and dockets relating to the deliveries.
- Demonstrated external and internal customer service.
- Took responsibility for inventory management, delivery, and pick-ups with time frame constraints.

**Jubilee Life Insurance Co. Limited**                                                    **2016**
**Pricing Analyst**

- Performed analytical work, including data management and tabulations.
- Prepared various analyses (ad-hoc included) using advanced Excel techniques and VBA.
- Generated information and insights from data sets and ensured the quality of data.
- Established pricing and repricing policies for different brokers and marketing officers for corporate business and micro insurance.
- Monitored and analyzed the company's risk to determine the premium to be charged.
- Train, mentor, and delegate responsibilities to a team of interns.
- Managed claim history for trend analysis and settled premium of Group Life and Group Health Premium.

**Bright Capital Private Limited**                                                    **2015 – 2016**
**Data Analyst**

- Worked with large data sets to draw insights and visualizations using Excel and VBA.
- Visualization of complex data and analytical results using R.
- Assisted in performing analytical work, including data management, in presenting and providing business
- solutions to customers and marketing managers.
- Collated existing data sources and investigated new data sources to support statistical analysis.
- Examined financial risks associated with the projects and provided actuarial solutions to increase the
- Return on Investment (ROI).
- Assist in risk assessment, data reporting, and financial forecasting.

**State Life Insurance Corporation**                                                    **03/2015**
**Actuarial Analyst Intern**

- Used different techniques to calculate the premium for life insurance policies
- Problem solving using MS Excel.
- Understanding of terms and tools to support the pricing process.


**Technical Skills**: Python, MATLAB, R, AWS, SQL, MS Excel, MS Access.

**Actuarial Exams Passed:**

- CT2- Finance & Financial Reporting
- CT5- Life Contingencies
- CT8- Financial Economics