SURENJANATH SINGH

#25 Brasso Venado, Tamana Road. Tabaquite
(868) 263 9980
Surenjanath.singh@gmail.com

EDUCATION

2016 – 2021	**University of West Indies, St Augustine**
	BSc special Actuarial Science
2014 – 2016	**Presentation College, San Fernando (CAPE)**
	Natural Sciences

WORK EXPERIENCE

2023 – Pres. **Gulf Insurance Limited**
Project Officer

- ✓ Spearheaded streamlined processing of payment data from 400 files, ensuring precision and efficiency
- ✓ Automated extraction procedures with Python scripts to enhance accuracy
- ✓ Established and maintained a robust database for Agostini Mortgage Portfolio payment information management
- ✓ Produced comprehensive end-of-year reports for offline policies, showcasing analytical and reporting skills
- ✓ Developed a cutting-edge Marine Insurance Underwriting Portal
  - Implemented real-time analysis of generated certificates
  - Tracked certificate creation metrics, including responsible users and timestamps
  - Enhanced efficiency and transparency in the underwriting process
- ✓ Created Bank Reconciliation Portal for account reconciliation
  - Implemented advanced algorithm for precise matching
  - Improved accuracy and efficiency in bank reconciliation
  - Automated reconciliation for cash, bags, and debit card transactions
- ✓ Manage tablet forms and customer activity forms for streamlined and efficient data collection

2021 – 2023 **Gulf Insurance Limited**
Project Assistant

- ✓ Directed and developed pension management portal, also manages policy updates, and reinstatements
- ✓ Optimized payment processes through Airslate documentation workflows
- ✓ Rectified 3,000 policies with precision calculation
- ✓ Engineered webforms to facilitate CSR in customer request management
- ✓ Developed dashboards for Death claims, Tablet entries, and automated statement generation
- ✓ Automated a range of reports, including Actuarial Report, Lapse Report, Maturity Reports, and more.

2016 – 2016 **Sixth Formers Association Services**
Tutoring Mathematics (volunteered)

2015 – 2015 **Ministry of Works and Infrastructure**
Clerical Assistant

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E X T R A C U R R I C U L A R   I N V O L V E M E N T

2018/9 : [University of West Indies, St Augustine]
- Public Relation Officer, Actuarial Science Club.
- Co-curricular courses: "Mind the Gap: Towards Psychological Health & Wellness," "Financial Literacy and Training."

2015/6 : [Presentation College, San Fernando]
- President, Inventors Club.
- Top 10 in Trinidad and Tobago Mathematics Olympiad, Round 3.

2014 : [Tabaquite Secondary School]
- Valedictorian, Head Prefect, and All-Round Student.
- Hosted Sports' Day.
- Awarded Best Student of the Year (2012–2014).

P R O J E C T S

Trinidad Stock Exchange Market Analysis (Link)
- Conducted web scraping to collect data for stock and bond analysis on the Trinidad Stock Exchange Market.
- Implemented Python, Requests, BeautifulSoup, JSON, and Pandas for efficient data extraction and manipulation.
- Successfully compiled comprehensive datasets for 61 securities, including historical information.
- Demonstrated proficiency in leveraging web scraping techniques for insightful stock market analysis.
- Automated data collection daily

Maritime Ports Database Builder (Link)
- Developed Python script for ethical web scraping.
- Constructed SQLite database "ShippingDatabase.db" using SQLAlchemy.
- Captured detailed info on countries and ports.
- Adhered to ethical web scraping practices.
- Valuable resource for maritime insights.

S O C I A L   N E T W O R K

- LinkedIn : https://www.linkedin.com/in/surenjanath/
- GitHub : https://github.com/surenjanath
- Medium : https://surenjanath.medium.com/

S U M M A R Y

Adaptable tech professional with problem-solving prowess and innovation. Detail-oriented team player with project leadership experience. Skilled communicator committed to continuous learning in the dynamic tech landscape.

C H A R A C T E R   T R A I T S

- Problem-Solving
- Adaptability: Managed diverse projects.
- Collaboration: Teamed up for renewal claims system.
- Attention to Detail: Rectified 3,000 policies precisely.
- Time Management: Executed monthly system closeoff.
- Innovation: Implemented Python automation for data extraction.
- Communication: Effectively conveyed complex technical concepts.
- Leadership: Led renewal claims system development.
- Analytical Thinking: Applied Python, Pandas for data analysis.
- Continuous Learning: Committed to ongoing tech updates.

T E C H N O L O G I C A L   S K I L L S

- Office Suite: Experienced in Microsoft Office suite for document creation and data analysis.
- Operating Systems: Skilled in Windows system administration.
- Web Development: Competent in CSS and HTML for website design.
- Data Analysis: Proficient in R programming and Matlab.
- Database Management: Familiar with SQL for efficient data handling.