# Curriculum vitae

## OGOLLA THOMAS OKELLO

## CONTACT INFORMATION

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DOB:             31/08/2000

Nairobi, Lang'ata

Kenyan

## CAREER SUMMARY

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Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance. Operates well in both individual and team capacities, leveraging seasonal work ethic to quickly adopt to different processes and drive company objectives. Resourceful and results driven with passion for growth and efficiency to meet company needs and increase service value. Reliable worker with excellent communication, time management and computer skills.

A driven and detail-oriented individual with a desire to use analytical and problem-solving skills to meet goals. Ambitious individual with strong organizational and multitasking skills as well as aptitude for technology, application of statistical and computational methodologies for troubleshooting and implementing innovative strategies.

## EDUCATION

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|---|---|---|---|
| 2020 – 2024 | Multimedia University of Kenya | Bsc Actuarial Science | |
| 2016 – 2019 | St Marys' School, Yala | KCSE | B+ |
| 2008 – 2015 | St Thomas Ulumba Primary School | KCPE | 334/500 |

# SKILLS

- Proficiency Microsoft Office applications – Ms Word, Ms Access, Ms Excel and PowerPoint
- Python, R, MySQL software applications for solving statistical tasks, automation and data visualization.
- Communication Skills - Excellent verbal and written communication skills for reporting, presentations, and stakeholder engagement.
- Leadership - Capability to lead cross-domain initiatives and manage diverse teams.
- Time Management - Efficient in managing time and meeting deadlines.
- Risk Management - Competence in identifying potential risks and implementing mitigation strategies.
- Quality Assurance - Knowledge of quality and performance management to ensure project standards are met.
- Statistical analysis and data analysis, adoptability to dynamics in data processing.
- Research skills.
- Teamwork - I'm Collaborative and able to work effectively in a team.
- Problem Solving: Strong analytical and critical thinking skills.

# EXPERIENCE

**BENEFEFITS ANALYST**                                                      Nairobi, Upperhill
National Health insurance Fund                                    *May 2023 – July 2023*

- Assessed employee benefits plans and recommended changes to ensure compliance with regulations as a risk management strategy.
- Maintained accurate and up to date records pertaining benefits provision, schemes such as EDUafya, WIBA, Group life and Last expense which required strict data monitoring and scheduling.
- Utilizes analytical skillset to analyze claims data from multiple sources while sorting them with utmost scrutiny in order to identify areas of improvement within the department.
- Ensured proper completion of all required criteria for every individual claim before processing for payment thereby, communicating to claimants about any discrepancy in their claim.
- Making a follow-up on outstanding unpaid claims, correcting any errors that might have been made during processing through analysis of records review of contractual agreement.
- Guided employees on claim coverage procedures, documentation requirements and answering any concern they present pertaining to their contract.
- Evaluated eligibility criteria for existing claims changing legal requirements in order to maintain compliance standards.

## CERTIFICATIONS

MySQL and R programming – Alison Courses(ongoing): I am currently advancing my data analytics skills through rigorous MySQL and R programming courses as I had previous encounter in my university and high school studies

Python programming – ALX Africa – my ongoing training at ALX Africa is providing me with practical skills and theoretical knowledge necessary to tackle complex Data Science problems using Python. The comprehensive program has equipped me with deep understanding of various Python Libraries such as Pandas, Numpy, Matplotlib among others. These are widely applicable to problem solving using the computer software.

## PROJECTS

Stock Portfolio Analysis (Python): Python application for analyzing stock portfolios and general data analytics. Utilizing data from financial APIs to provide estimations, prediction forecasting and generating reports. It will incorporate Ms Access and Excel for final results presentations. The codes and flow charts are available on my GitHub repository.

Claim reserving for non-life insurance using the Bornhuetter- Fergusson and Chain Ladder models: This is my research paper for final year project which aims to analyze weekend and holidays which are often not accounted for by insurance companies while estimating required reserves. The research has put my mentioned skills to practice thereby improving them and acquiring more skills and knowledge.

## REFEREES

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