MICHAEL EZRA OTOO

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PROFILE

I am a graduate student from Kwame Nkrumah University of Science and Technology in MPhil. Actuarial Science. I am also a first class student from the Presbyterian University College in BSc Mathematics and Statistics. I worked with Nyaho Medical Centre at the credit control department. In this department, we deal with debt recovery for the company.

I am currently working at Presbyterian University College as an assistant lecturer in the department of mathematics and actuarial science. I teach courses in mathematics, statistics and actuarial science.

I have worked with Ghana grid company (Gridco) on a 330kv Resettlement Action Plan from Kumasi to Navrongo. I also worked with Presbyterian University college as a teaching assistant at the department of mathematics.

I poses a strong background in mathematics, insurance, risk, statistics, data analysis and research.

I poses good leadership skills and with strong investigative skills. I also have a high analytical thinking and logical approach in solving problems and an in-depth knowledge in handling and interpreting data.

EDUCATION DETAILS

YEAR	QUALIFICATION	INSTITUTION
2013-2015	Mphil. Actuarial Science	Kwame Nkrumah University of Science Technology
2007-2011	BSc. Mathematics with Statistics	Presbyterian University College
2002-2005	Senior Secondary Certificate Examination (SSCE)	Ghana National College

WORK EXPERIENCE

Assistant Lecturer : February 2018 - Now - Presbyterian University College (Department of mathematics and Actuarial Science.

In this capacity, I

> ➢ Lecture courses in mathematics, statistics and actuarial science.
>
> ➢ Supervise students thesis.
>
> ➢ Develop programs for the school.

Data Analyst: September 2016 – August 2017 – Nyaho Medical Centre (Credit Control Department)

In this capacity, I

> ➢ Assist in the data analysis of the claims from various companies.
> ➢ Assist in the debt recovery of monies due the company.

Data Analyst : June 2016 – August 2016 – Translantic Development Limited. (Southport Cement Socioeconomic Baseline Study).

In this capacity, I:

> ➢ Was responsible for the designing of the data template.
> ➢ Was responsible for the training of the data entry clerks.
> ➢ Was responsible for the Quality Assurance Quality Control (QAQC) on the data gathered from the field.
> ➢ Was responsible for the monitoring of data from the field.
> ➢ Was responsible for the data analysis and report writing on the data

Data Analyst : February 2016 – April 2016 – SRC Consulting Limited

In this capacity, I:

➢ Was responsible for the provision of data management support services to consultants.
➢ Was responsible for Quality Assurance Quality Control of data gathered.

Data Analyst : November 2015 – February 2016 – Translantic Development Limited (Resettlement Action Plan (RAP),for the Nigeria Solar Capital Partners (NSCP) Bauchi State Solar Power Plant) .

In this capacity, I:

➢ Was responsible for the designing of the data entry template.
➢ Was responsible for the Quality Assurance Quality Control of data gathered.
➢ Was responsible for the supervision of data inputs.
➢ Was responsible for data analysis and report writing.

Data Analyst: February 2015 – June 2015 – rePlan (A Resettlement Action Plan (RAP) for the AFD funded Ghana Grid Company (Gridco) 330 Kv power project on the Kumasi – Navrongo Right of Way (ROW))

In this capacity, I:

➢ Was responsible for the designing of the data entry template.
➢ Was responsible for the training of the data entry clerks.
➢ Was responsible for the Quality Assurance Quality Control (QAQC) on the data gathered from the field.
➢ Was responsible for the monitoring of data from the field.
➢ Seek to the supervision of the data inputs.
➢ Was responsible for the data analysis and report writing on the data.

Teaching Assistant (National Service) October 2011-August 2012- Presbyterian University college (Department of Information Communication Technology and Mathematics).

In this capacity, I:

➢ Assisted lecturers in the teaching of mathematics courses.
➢ Assisted students in writing of thesis.

Statistics Research (Internship) May 2008-August 2008- Ghana Statistical Service

 ➢ I assisted in the sampling of firms in the hospitality and recreational industry.
 ➢ I assisted in the data analysis and report writing.

CO-CURRICULA ACTIVITIES

Mathematics President   Presbyterian University College   2010-2011

AWARDS

Best Mathematics Student   Presbyterian University College   2011

Best Mathematics Student   Presbyterian University College   2009

SKILLS and CAPABILITIES

 ➢ Effective team player
 ➢ Gathering of data and summarizing of result for report writing
 ➢ Possess excellent interpersonal and communication skills.
 ➢ Can work with or without supervision to meet deadlines.
 ➢ Well-equipped in Microsoft applications such as excel, word, power point and an in depth knowledge in statistical tools such as 'R', Statistical Package for Social Science (SPSS), Matlab.

REFEREES

1. Mr Kwame Piesie Frimpong,
    Lecturer, Mathematics Department,
    University of Energy and Natural Resource,
    Sunyani.
    0243337603

2. Dr. Bright Owusu
    Head of Department, Mathematics and Actuarial Science Department,
    Presbyterian University College,
    Abetifi-Okwahu Campus

3. Mr. Bankole Allibay,
    Project Manager, Translantic Development Limited.
    113-115 Burnt Ash Hill, lee
    London.
    00447984969616

4. Dr. Gabriel Asare Okyere,
    Lecturer, Department of Mathematics,
    Kwame Nkrumah University of Science and Technology,
    Kumasi.
    0277752475