**Mevin Conhye (BSc)**

**Address**: Jhoory Lane, Floreal **Telephone Number**: 6963081 / 57607322 **Email:** mevconhye@yahoo.com **Date of Birth:** 17th Feb 1992

# Marital Status: Single Driving License Number: 589572

# PROFESSIONAL PROFILE

* Visionary and forward thinking
* Excellent communication and public relations skills
* People Oriented and good leadership skills
* Highly motivated and passion to succeed
* Flexible and adaptable to change and new environment
* Hard working, sincere, energetic, innovative, dynamic and quick learner
* Customer Focus
* Strong IT literacy with specialization in MS Office Application.
* Meticulous, thorough and objective report writing skills
* Able to establish credibility and develop trust readily
* Well-developed interpersonal and problem-solving abilities
* Is independent but believe in team spirit
* Continuous Innovator
* Team player
* Team motivator
* Ability to manage people and establish their planning
* Ability to work odd hours
* Ability to produce results with strict deadlines
* Ability to communicate to management to inform of any problem regarding work and find solution
* Ability to work under pressure
* Ability to train/ transmit knowledge to people
* Highly fluent in French, English, Creole and Hindi
* Ability to think out of the box
* Willing to walk the extra mile
* Motivated to climb up the ladder and progress

# PROFESSIONAL EXPERIENCE

***BP2R Services //Sightness***

**Operations Manager - *Jan 2023* – *Present***

• Responsible for guiding data analyst in their work

• Responsible for department KPI

• Responsible for tasks planning

• Responsible for appraisal of the data analysts

• Engage and participate in the continuous improvement of in-house tools and processes

• Attend Conference Call with Clients on technical part

• Provide feedback on the company software and ways to improve them

***BP2R Services //Sightness***

**Senior Production Team lead - *December 2019* – *Jan 2023***

• Responsible for continued production of projects (Dashboarding, invoice control)

• Responsible for guiding junior, advance, senior and expert analysts on their projects

• Responsible for validation of work before sending to France or Clients/Carriers

• Responsible for approval of the planning and the priorities of data analysts

• Responsible for providing feedback for appraisal of analysts

• Responsible for creation of documentation and processes files for analysis

• Engage and participate in the continuous improvement of in-house tools and processes

• Attend Conference Call with Clients on technical part

• Provide feedback on the company software and ways to improve them

• Advanced Excel User and Microsoft Power BI user

• Develop and modify intelligent and dynamic dashboards for our clients

• Develop tools and services that facilitate the life of analysts

***BP2R Services //Sightness***

**Data Scientist (Setup) - *March 2018* – *December 2019***

• On boarding of new clients’ accounts

• Most important and critical department of the company

• Responsible for creation of documentation and processes files for analysis

• Engage and participate in the continuous improvement of in-house tools and processes

• Attend Conference Call with Clients

• Provide feedback on the company software and ways to improve them

• Advanced Excel User and Microsoft Power BI user

• Develop and modify intelligent and dynamic dashboards for our clients

• Develop tools and services that facilitate the life of analysts

***BP2R Services //Sightness***

**Project Leader (Production) - *November 2017* – *November 2018***

• Attend management meeting and give input for the weekly planning of Junior, Confirmed and Senior Analysts

• Provide feedback for the appraisal of the Analysts

• On boarding of new clients’ accounts

• Coach the Analysts on various subjects (office and non-office related)

• Validate and ensure quality assurance of the work of analysts

• Responsible for creation of documentation and processes files for analysis

• Engage and participate in the continuous improvement of in-house tools and processes

• Attend Conference Call with Clients

• Provide feedback on the company software and ways to improve them

• Advanced Excel User and Microsoft Power BI user

• Approval and monitoring of time sheet for improved productivity of the analysts

• Develop and modify intelligent and dynamic dashboards for our clients

***BP2R Services // Sightness***

**Senior Analyst (Production) - *August 2017* - *November 2017***

• Responsible for analysis of transport invoices

• Set up of New Clients' Dashboard and Invoice control

• Train Junior and Confirmed Analysts on various subjects

• Validation of the work of Junior Analysts

• Improve analysis Excel file structure

• Teamwork on different projects

• Simulate new transport plan for our clients to help them cut down cost

• Perform changes in Dashboards as per required by our Clients

• Attend Conference Call with Clients

• Provide feedback on the company software and ways to improve them

***BP2R Services // Sightness***

**Junior Analyst (Production) - *Oct 2016 – August 2017***

• Responsible for analysis of transport invoices

• Creation and improvement of analysis Excel files and process files

• Responsible for self-billing of clients

• Attending training to improve skills such as analysis, supply chain, excel and organization

• Teamwork on different projects

• Updating the Dashboard of Clients using Microsoft Power BI

***Jubilee Insurance (Mauritius) Ltd***

**Recovery Officer - *May 2016 - Oct 2016***

• Responsible for Claims Analysis and follow up of Third Party claims from insurers.

• Sufficiency and quality of claims data used for claims recoveries

• Responsible for achieving targets for claims recoveries

• Preparing, writing and sending follow up letters for recoveries

• Act as customer service officer and assist client in their recoveries with other insurers

• Liaise with Agents and Brokers where necessary

• Liaise with motor surveyors and claim handlers to determine outcomes of our dossiers

• Prepare files and documents for Head of Claims/ Claim Manager before going to Court (Supreme, intermediate)

• Prepare dossiers for Arbitrary commission

***Jubilee Insurance (Mauritius) Ltd***

**Motor Underwriter and Actuarial Officer** - **Sept *2014 – May 2016***

• General Underwriting of Insurance Motor Business

• Ensure rates are applied as per underwriting guidelines

• Claims Analysis for different line of business

• Preparation and follow-ups of policies due for renewal

• File policies

• Keep the management informed through highly quality monthly reports

• Assist in taking minutes in management meetings

• Prepare renewal conditions and terms for motor business and getting validation from the Head

• Invented the Motor Depreciation tool with the help of the Head of Claims and Underwriting

• Invented the Motor Guidelines Matrix via Excel

• Invented the Motor Renewal Matrix via Excel

• Analysis to determine the line of profit for motor business

• Analysis to determine profitable client portfolios via Loss-Ratio

• Analysis to determine the number of towing required on average

# EDUCATION

* Post Graduate Diploma in Applied Statistics Specialization Actuarial Science (August 2023)
* BSc Actuarial Studies from the University of Mauritius (2014 - 2nd Class 1st Division)
* Higher School Certificate from the University of Cambridge (2010 – 3 A\*)
* School Certificate from the University of Cambridge (2008 – 6 Units)

**CERTIFICATIONS**

* PwC Switzerland Power BI Job Simulation on Forage - October 2023
* KPMG AU's Data Analytics on Forage – October 2023
* Accenture North America's Data Analytics and Visualization on Forage – October 2023
* Data visualizations for Tata Consultancy Services on Forage – October 2023
* Quantium's Data Analytics on Forage – October 2023
* Cognizant's Artificial Intelligence on Forage – October 2023
* JPMorgan Chase & Co.'s Agile on Forage – October 2023
* British Airways's Data Science on Forage – October 2023
* BCG's Data Science on Forage – October 2023
* Foundations Data, Data, everywhere on Coursera – November 2023
* The Path to Insights Data Models and Pipelines on Coursera – November 2023
* Decisions, Decisions Dashboards and Reports on Coursera – November 2023
* Extract, Transform and Load Data in Power BI on Coursera – November 2023
* Harnessing the Power of Data with Power BI on Coursera – November 2023

**CAREER OBJECTIVES:**

* Attain excellence and a sense of achievement in my areas of specialization.
* Climb up the ladder and progress at work.

# EXTRA CURRICULAR ACTIVITIES

* Reading, Watching, and playing Football, Watching Films and TV shows, playing domino and cards, mountain hiking.

# SOFTWARE MASTERED

* Microsoft Office tools
* Microsoft Power BI
* R
* IBM SPSS
* LaTex
* Minitab
* SQL
* TALEND