

Results-driven Data and Business Intelligence Analyst with years of experience translating complex data into actionable insights. Proficient in data collection, analysis, and visualisation, utilising advanced tools and technologies to drive data-informed decision-making. Spearheaded inventory management strategies, leading to streamlined operations and cost savings. Managed stakeholders and nurtured client relationships, ensuring satisfaction and project success. Demonstrated ability to orchestrate seamless data integration, enhancing reporting efficiency and accuracy. Possesses effective communication skills with a proven ability to collaborate cross-functionally, bridging the gap between technical and non-technical stakeholders.

CORE TOOLS

- SQL
- Python
- Power BI
- MS Excel
- Tableau
- MS word

CORE SKILLS

- | | | |
|-----------------------|----------------------------------|---------------------------|
| • Data Analysis | • Data Entry | • Financial Analysis |
| • Data Cleaning | • Time Management | • Data Visualisation |
| • Data Modelling | • Project Management | • Risk Management |
| • Quality Assurance | • Requirements Gathering | • Budgeting & Forecasting |
| • Process Improvement | • Reporting & Dashboard Creation | • Strategic Planning |
| | | • ETL Processes |

PROFESSIONAL EXPERIENCE

Data Analyst | Business Intelligence Analyst (Contract)

2023 – 2024

10ALYTICS DATA & STRATEGY S

- Developed data infrastructure and design PowerBI dashboard & visualisations, enabling seamless communication of recommendations to senior management, optimising organisational capabilities by 30%.
- Utilise diagrams and graphs to Visualise data in simple ways and communicate with stakeholders clearly & effectively, improving communication clarity and effectiveness by 28%.
- Operationalise processes that ensure timely data extraction, transformation and loading (ETL) and maintain 300% accuracy with the entire data department.
- Develop detailed business requirements by analysing, interpreting, and manipulating data sets related to the employer's business while improving data accuracy by 23%.
- Analyse financial data to identify the relationship between operations and payment trends and develop custom reports to analyse financial, operating, and billing processes.
- Implement advanced analytics and operationalise business intelligence programmes to identify opportunities and strengths, achieving a 20% increase in the timeliness and accuracy of insight.

Data Analyst/ Administrative support officer
Jun 2023

Mar 2022 -

Vivo Nigeria - Rivers, Nigeria

- Developed and delivered regular analytics reports and Business Intelligence dashboards, translating complex data analysis into impactful, action-oriented reports for internal stakeholders.
- Collaborated with cross-functional teams, including Product, Finance, and Marketing, to gather data requirements and provide actionable insights to drive decision-making.
- Utilised Power BI for data visualization and created data visualizations for the regional sales team, enhancing the understanding of sales performance trends.

- Manage and prioritize the executive's calendar, appointments, and meetings.
- Coordinate travel arrangements and accommodations for business trips.
- Handle correspondence, emails, and phone calls on behalf of the executive.
- Prepare reports, presentations, and other documents as needed.
- Organize and maintain digital files and records.
- Conduct research and gather information for projects and initiatives.

FIRST BANK NIGERIA LIMITED, (KIMBERLY RYAN)

Digital product sales executive [Data] – Rivers Nigeria

Mar 2019–May 2021

- Sales of digital products to customers.
- Resolved customers to resolve issues and challenges they encounter using the products.
- Visitation to customers to ensure maximum use of product
- Maintain customer data base
- With the strong use of data, I increased the branch's agent banking clients to over 150 customers
- automation initiatives.
- With the use of Excel and Pivot tables to identify dormant customers and reactivate them back to regular customers.

DATA PROJECTS

Hotel Booking Data Set Analysis for a 5-Star Hotel

Utilised Advanced MS Excel functions and tools such as Vlookup, Pivot table, SUMIF, COUNTIF Index Match, concatenate, etc., to analyse and **build a dashboard** to provide insights on hotel bookings data, including slicers for the Market segment, Distribution channel, and customer type, seasonal behaviours, and also added timelines on the dashboard. This project influenced decision-makers with information on the profitability and viability of the business.

Customer Database Analysis

Successfully utilised SQL upload data, created table, joined table, filtered and aggregated data on the company database, wrote several scripts to extract data from the database, and provided in-depth analysis to senior management on sales performance, variances and profitability trends from 2014 to 2022.

E-commerce Profitability Report

Successfully Cleaned, analysed and generated insightful reports and insights using **MS Excel and Power BI** for an E-commerce company, preparing dashboards and reports such as Branch profitability reports for their stores, Customer Demography reports, Sales reports, and Customer profitability reports, which provided insights and data to support management investment and marketing decisions.

KEY ACHIEVEMENTS

- Designed and implemented an inventory tracking system that accurately monitors stock levels, which alerts the team to purchase new stock promptly.
- Developed and implemented new data cleaning and processing procedures, which improved data accuracy by 10% and reduced processing time by 8%.
- Utilised Microsoft Excel to clean, sort, and compare data, increasing user engagement by 30%, reducing mistake rates by 55%, and creating a more accessible database.
- Developed and implemented successful data analysis projects that provided valuable insights to the business, leading to a 23% increase in efficiency, cost savings, and revenue growth for the organisation.
- Developed data flow improvements and completed market analysis, resulting in a 21% increase in sales and created key performance

CERTIFICATIONS

- 10alytics, MDA Masters of Data Analytics and Visualization
- Data Camp Certification Data Analytics (In view)
- Google Advanced Data Analytics Professional Certificate (In view)

Aug 2022