

# **AMINU ABDULRASHEED**

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## **Professional Summary**

Resourceful Virtual Assistant & Data Support Specialist with strong skills in business communication, scheduling, reporting, and data entry. Adept at handling administrative tasks, managing spreadsheets, and supporting executives with research and documentation. Experienced across Excel, Google Workspace, and project coordination tools, with a proven ability to maintain accuracy, meet deadlines, and deliver professional results. Bringing a background in data analysis and reporting to add value through clear documentation, accurate data handling, and process improvement.

## **Core Skills**

- Administrative Support: Scheduling, Calendar Management, Email Drafting
- Business Communication: Professional Writing, Client/Team Coordination
- Data Entry & Reporting: Excel, Google Sheets, Power BI, Tableau
- Online Research & Documentation
- Tools: Microsoft Office Suite, Google Workspace, Slack, Zoom
- SQL & Python (for data-driven reporting automation)

## **Professional Experience**

### **Office Assistant - Excel netware (**Onsite**) Sept 2025 – Present**

- Created reports, planned timetables, and drafted communications for projects involving clients.
- Carried out online research assignments for master students project, compiling results into understandable summaries and spreadsheets.
- Assisted in virtual meetings, took minutes, and followed up with action points.

### **Data Analyst Intern – HNG Tech (Remote) *Jan 2025 – Feb 2025***

- Built a Python-based pipeline to clean marketing campaign data, reducing errors by 25%.
- Drafted reports and summaries for management, improving campaign decision-making.
- Communicated insights clearly to non-technical team members.

### **Data Analyst Intern – KultureHire (Remote) *Oct 2024 – Jan 2025***

- Standardized and entered large datasets into Excel, improving data accuracy by 100%.
- Designed Power BI dashboards and reports for workforce trends.
- Supported administrative tasks during project execution and client reporting.

### **Data Analyst Intern – SoulVibe.Tech (Remote) *Jun 2025 – May 2025***

- Conducted online research and compiled data on demographics and income trends.
- Developed SQL queries and Excel reports for income segmentation and analysis.
- Presented findings in professional documents and charts for stakeholders.

## **Education**

### **Bachelor of Science in Computer Science**

Federal University Lokoja, Kogi State, Nigeria    *Jan 2019 – Sep 2024*

Computer science graduate with **Second Class Upper Honor (4.05/5.00)**

## **Certifications**

- DataCamp Associate Data Analyst (DataCamp) [view credential](#)
- Microsoft Excel zero to advanced (*Udemy*) [view credential](#)
- Data Analytics and Visualization Job Simulation (Forage) [view credential](#)