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PROFESSIONAL SUMMARY

A skilled Data Analyst with over 2 years of experience in collecting, cleaning and analyzing datasets to uncover valuable insights. Proficient in statistical methods and data visualization tools, transforming complex data into actionable information. Effective communication skills for conveying findings and recommendations to technical and non-technical stakeholders. Seeking opportunity to apply analytical skills and collaborate with dynamic teams to drive data-informed decision-making.

SKILLS

Data analysis	Analytic Tools	Microsoft Office	People Skills	Personal Skills
Data collection and cleaning	SQL	Ms Excel,	Oral and written communication, Attention to detail	Problem solving
Data entry, modelling and understanding	Power BI	PowerPoint, Word		Organisational skills
Data visualization				Time management
				Proactive, Self-motivated
				Critical thinking

EDUCATION

- **Quantity Surveying**   **2020-Present**
  University of Lagos Nigeria

QUALIFICATIONS & CERTIFICATIONS

- Data Analytics, Nithub Nigeria.
- 3D Interior design D-SAP.
- Advanced International Technical Course on Construction and Erection All Risk Insurance, Soeya Consult.
- Accenture Data Analytics and Visualization Job Simulation

CURRENT PROJECT

- Data-Driven Strategy for Real Estate Development (using data analysis to assess trends in property values, customer preferences and construction costs)

PROFESSIONAL EXPERIENCE

DATA ANALYTICS JOB SIMULATION | **ACCENTURE, Forage**   **APR 2024 – MAY 2024**

- Completed a simulation focused on advising a hypothetical social media client as a Data Analyst at Accenture
- Processed 7 datasets by cleaning, normalizing, and validating data to ensure quality for analysis with the aid of Excel to clean and format the data addressing inconsistencies in data to facilitate accurate insights into social media trends which improved the accuracy and reliability of the analysis enhancing data reliability and increased analysis precision by approximately 20%
- Analyzed content trends across various social media platforms and modeled the data to identify key metrics influencing user engagement and growth
- Prepared a Power point deck and video presentation to communicate key insights for the client and internal stakeholders that fostered a clear understanding of the data-driven recommendations among stakeholders

DATA ANALYST INTERN | **MARRIAGE SPARKLES KONSULT, Lagos**   **JAN 2023 – AUG 2024**

- Cleaned and converted raw datasets into meaningful formats by performing extensive pre-processing activities such as normalization and transformation for consistency, with the use of Ms Excel for data entry and cleanup, SQL for data query and manipulation of large datasets to improve data accuracy, enabling reliable analysis for informed decision-making
- Created clear visualizations and designed interactive dashboards to track KPIs such as client engagement, program success rates, and counsellor performance using tools such as Power BI and PowerPoint to create visual reports, dashboards and summarizing insights in presentations which enhanced the understanding of the program performance across teams, improving decision-making speed by at least 15%, with better team alignment through clear reporting
- Streamlined data collection processes by implementing efficient mining techniques using Excel which reduced data collection time, improving the speed of decision making and accelerated data processing by up to 25%
- Monitored data upload processes, ensuring smooth integration and quality control with SQL for monitoring data integrity during uploads, enhancing the reliability of analytics platforms and boosting trust among clients and stakeholders

CUSTOMER SERVICE EXECUTIVE | **THE AVALON DAILY, Lagos**   **MAY 2022 – JAN 2023**

- Communicated effectively with clients and companies via phone, email, and online chat to resolve inquires/enquires and provide support which improved client retention by maintaining strong positive relationships through consistent follow ups
- Scheduled and documented meetings with Excel to organise meeting schedules, prepared deliverables, created PowerPoint presentations and reports that enhanced stakeholder understanding through a well prepared and visually appealing presentation
- Transcribed audio meetings and podcasts for archival and operational use with the help of Otter.ai for accurate transcription of audio content
- Managed a high volume of inbound calls while maintaining a professional demeanour and ensuring timely resolution of issues that improved client understanding of company services, contributing to higher client satisfaction which boosted satisfaction scores by an estimated 10%
- Identified areas for improvements in client interaction processes and implemented solutions to enhance efficiency with Excel for tracking process performance metrics which lead to a quicker resolution time for client issues

INTERESTS & HOBBIES

- Trying out new cooking recipes
- Reading novels
- Puzzle solving