FIDELIS BITRUS IJUDONA

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PROFESSIONAL SUMMARY

Motivated and detail-oriented Data Analyst with over five years of experience in data management, analysis, and reporting within healthcare, development, and business settings. Proficient in leveraging advanced tools such as Microsoft Excel, Tableau, Power BI, and SQL to extract actionable insights and drive data-informed decision-making. I am skilled in designing dashboards, automating workflows, and implementing monitoring and evaluation (M&E) frameworks to measure progress toward sustainability goals. Adept at collaborating across multidisciplinary teams and communicating complex analytical findings to technical and non-technical stakeholders. Fluent in English, Hausa, and Marghi, with a passion for leveraging data to create positive social impact.

CORE COMPETENCIES & TECHNICAL SKILLS

- Proficient in Excel, and Power BI for data extraction, cleaning, analysis, and visualization.
- Experienced in developing KPIs, and dashboards to track progress toward sustainability goals.
- Strong knowledge of PHP, JavaScript, HTML, CSS, MySQL, and relational database design.
- Proven ability to manage multiple projects, meet deadlines, and adapt to evolving priorities in fast-paced environments.
- Excellent interpersonal and presentation skills, with a track record of training teams and delivering clear, impactful reports.
- Skilled in CorelDraw, and Canva for creating visually compelling presentations and branding materials.

EDUCATION & TRAINING

- The Federal Polytechnic, Mubi
  - i. Higher National Diploma (HND), Computer Science | 2022 – 2024
  - ii. National Diploma (ND), Computer Science | 2019 – 2021
- GTTS Karim, Karim-Lamido, Taraba State | 2009 – 2017
- LGEA Primary School Nasarawa I | 2003 – 2009

Certifications:

- Mega Microsoft Office Course (Covers Seven Office Products) – Udemy, 2025
- Canva for Social Media Graphic Design and Video Editing – Udemy, 2025
- Microsoft Office Specialist: Excel Certification – Geospatial Analytics Technology, 2024
- Charts and Dashboards – Coursera, 2024
- Math and Text Functions – Coursera, 2024

PROFESSIONAL EXPERIENCE

Data Assistant

Achieving Health Nigeria Initiative (AHNi)| 2025

   i.   Reviewing and validating data for inconsistencies, gaps, and outliers on a daily basis.

   ii.   Monitoring trends in performance indicators and flagging irregularities or anomalies.

   iii.   Triangulating key performance indicators (e.g., reported on DPT, MSF) for concurrence.

   iv.   Conducting routine Data Quality Assurance (DQA) exercises at various service points.

   v.   Supporting Monitoring & Evaluation (M&E) Reporting Officers with data collection, collation, and entry into various systems (e.g., DHIS2, EMID, LAMISPlus, NMRS).

   vi.   Ensuring reported data aligns with standard indicator definitions (e.g., MER indicator definitions).

Graphic Designer Volunteer

Geospatial Analytics Technology (GeoAnalTech) – Virtual | 2025

   i.   Created branding materials such as logos, banners, and animations using CorelDraw, and Canva, ensuring alignment with organizational identity.

Data Entry Clerk & Junior Data Analyst

Achieving Health Nigeria Initiative (AHNi), General Hospital Mubi – Mubi, Nigeria | 2022 – 2024

   vii.   Designed and developed high-quality dashboards and visualizations using Excel to track organizational performance metrics.

   viii.   Conducted data analysis to identify trends.

   ix.   Developed and maintained Excel-based dashboards to monitor key performance indicators (KPIs) related to healthcare delivery and patient outcomes.

   x.   Streamlined data entry processes, reducing errors by 20% and improving operational efficiency.

   xi.   Conducted monthly summary form (MSF) reporting and ensured accurate daily uploads of electronic medical records (EMR) to the National Data Repository (NDR).

   xii.   Trained new staff on data entry software, enhancing team productivity and accuracy.

   xiii.   Performed data validation and outlier analysis to ensure data integrity and compliance with regulatory standards.

Data Migration Specialist

Transition of TIMEC-RISE to AHNI, General Hospital Mubi – Mubi, Nigeria | 2022

   i.   Facilitated seamless data migration projects by organizing, sorting, and verifying input data against original documents.

   ii.   Created and maintained detailed logs of data entry activities to ensure transparency and accountability.

   iii.   Collaborated with cross-functional teams to implement data entry protocols and minimize errors during system transitions.

Computer Operator & Graphic Designer

Na-No Computer Business Center – Mubi, Nigeria | 2020 – 2022

 i. Designed creative print materials, banners, and receipts, for local businesses and events.

 ii. Edited and enhanced existing artwork and graphics to align with client requirements.

 iii. Provided technical support for software installations, upgrades, and user setups.

Computer Instructor

G-Times Global Trend – Karim-Lamido, Taraba State | 2016 – 2017

 i. Conducted one-on-one tutoring sessions to improve students' proficiency in word processing, spreadsheets, and PowerPoint.

 ii. Graded projects, quizzes, and examinations to assess student progress and adjust instructional strategies accordingly.

 iii. Processed hardware and software troubleshooting, ensuring smooth classroom operations.

ACHIEVEMENTS

 a) Reduced data entry time by 15% and minimized errors at General Hospital Mubi.

 b) Created dynamic dashboards that improved reporting efficiency and enabled real-time tracking of healthcare metrics (Case Manager Progress Dashboard, DPT reporting Template, DQA Template, Radet Validator Analyzer etc.).

 c) Successfully trained over 10 team members on data entry best practices, enhancing overall team performance to 67%.

LANGUAGES

- English (Fluent)
- Hausa (Fluent)
- Marghi (Fluent)

INTERESTS

- Traveling to explore diverse cultures and perspectives
- Leveraging music and art to foster creativity
- Reading about emerging technologies and data-driven innovations

REFEREES

Seyi Abolarin
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Signed
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