

BLESSING O. IGWE

DATA ANALYST || ADMIN PERSONNEL

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Career Summary

Detail-oriented data analyst skilled in SQL, Excel, and Power BI, with proven ability to clean, analyze, and visualize data to support strategic business decisions. Proficient in statistical analysis and data storytelling, with a commitment to continuous learning and effective communication with stakeholders.

Core Competence

- Proficient in statistical analysis and data manipulation (Excel, SQL)
- Data visualization and reporting using Power BI and Tableau
- Data cleaning, transformation, and preprocessing
- Database management with MySQL and Microsoft SQL Server
- Exploratory data analysis and hypothesis testing
- Strong problem-solving and critical thinking skills
- Effective communication and teamwork
- Keen attention to detail and data accuracy

Work Experience

Data analyst (Intern)

Voyaj AI

Lagos

[09/24 – 12/2024]

- Assisted with data cleaning, and preparation for analysis handling missing or Inconsistent data using data cleaning tools such as Excel, and Google Sheets. Conducts exploratory data analysis to identify patterns and trends, and extract valuable information from large datasets.
- Created visualizations and reports to communicate insights to stakeholders using data visualization tools such as Power BI for charting graphing and dashboards.
- Applied statistical methods to analyze data trends for conducting hypothesis testing and regression analysis using statistical methods. Managing and querying databases, ensuring data security within the database environment using database management skill Microsoft SQL.
- Contributed to team meetings and discussions, and collaborated with colleagues on data analysis strategies and needs.

- Analyzed data and used outputs to guide marketing and product strategies, translating complex data findings into understandable insights.
- Stayed updated on industry trends, continuously learning and gaining valuable insights into advance data analysis techniques to enhance my skills and contributes effectively to projects.

SwiftTalk Limited
Administrative (Intern)
Lagos

[10/22 – 03/23]

- Assisted in organizing and maintaining office records, ensuring accurate documentation and data entry.
- Supported senior administrators with scheduling meetings, handling correspondence, and managing calendars.
- Conducted research and prepared reports to aid decision-making and improve workflow efficiency.
- Helped coordinate office supplies, inventory management, and administrative tasks to ensure smooth operations.
- Assisted in customer service by responding to inquiries, directing calls, and greeting visitors professionally.

Office Assistance

[01/21 – 09/22]

- Resolved customers' complaints and inquiries daily while identifying problems and taking appropriate corrective action.
- Assisted customers with various business needs and general office functions such as Wifi services, data entry, and IP telephone directory solutions.
- Demonstrated professional etiquette and manners while attending to customers, therefore, improving 30% positive feedback.
- Promoted a helpful and professional image of the Business and a helpful attitude.
- Attained 100% marks in all customer service categories including communication skills, interpersonal skills, problem-solving, and friendliness.
- Explicitly responded to 15+ customers per day.
- Oversaw daily office operations, including mail distribution, supply inventory, and facility maintenance.

Soft Skills(Microsoft Office, Data Entry, Problem solving, communication, Interpersonal skill and Time Management)

Education

Bachelor of Science

Computer Science

Miva Open University (Expected 2026)

Technical Skills

- *SQL, Power BI, Tableau, Excel, Powerpoint, MySQL, Google Suite.*

Certification

Certifications:

- *Online Course Advance Google Data Analytics (Coursera)*
- *Certified Data Analyst Voyaj AI Academy*