BUHLE DAMANE

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PROFESSIONAL PROFILE

I am a results-driven data analyst with a unique blend of legal expertise and advanced analytical skills. My background in law provides me with exceptional attention to detail, critical thinking abilities, and a systematic approach to problem-solving that translates perfectly into data analysis. Through comprehensive training in SQL, Python, Excel, Tableau, and Power BI, I have developed the technical skills to transform complex datasets into actionable business insights. My experience spans legal research, office administration, and data-driven decision making, making me particularly adept at translating technical findings into clear, legally-compliant recommendations for stakeholders.

EDUCATION

Master of Laws (LLM) in Human Rights Law | *Currently Pursuing*
University of South Africa (UNISA) | 2025 - Present
Bachelor of Laws (LLB)
University of Venda | Graduated: 14 May 2025
Grade 12 Certificate
Tswasongu Secondary School | 2018

PROFESSIONAL EXPERIENCE

Office Administrator (Learnership)

Tjantjello Training Solution | May 2025 - Present

- Streamline administrative processes through data collection and analysis, improving operational efficiency by identifying bottlenecks in workflow systems
- Maintain comprehensive databases and filing systems, ensuring data integrity and compliance with organizational policies
- Generate regular reports using Excel and data visualization tools to support management decision-making
- Coordinate cross-departmental communications and manage scheduling systems with meticulous attention to detail
- Implement digital solutions to automate routine administrative tasks, reducing processing time and minimizing errors

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DATA ANALYTICS PROJECTS

Customer Behavior Analysis Dashboard
Tools Used: Python, Tableau, SQL

- Analyzed customer purchase patterns using SQL queries to extract insights from a retail database containing 50,000+ transactions
- Created interactive Tableau dashboard displaying customer segmentation, seasonal trends, and product performance metrics
- Identified key customer segments responsible for 80% of revenue, leading to targeted marketing recommendations
- Utilized Python for data cleaning and statistical analysis, improving data quality by 95%

Legal Case Outcome Prediction Model
Tools Used: Python, Excel, Power BI

- Developed predictive model analyzing historical legal case data from South African courts
- Used Python libraries (pandas, scikit-learn) to process and analyze 2,000+ case records
- Created Power BI dashboard showing success rates by case type, legal representation, and court jurisdiction

- Achieved 78% accuracy in predicting case outcomes, providing valuable insights for legal strategy planning

Employee Performance Analytics

Tools Used: SQL, Excel, Tableau

- Designed comprehensive employee performance tracking system using SQL database queries
- Built automated Excel reports with advanced formulas and pivot tables for HR analytics
- Created Tableau visualizations showing performance trends, training effectiveness, and retention patterns
- Identified factors contributing to employee satisfaction, resulting in 15% improvement in retention recommendations

Financial Risk Assessment Tool

Tools Used: Python, Power BI, Excel

- Developed risk assessment model for small business loan applications using Python
- Analyzed financial ratios, credit histories, and market conditions from 1,500+ loan applications
- Created Power BI dashboard for real-time risk scoring and portfolio monitoring
- Implemented Excel-based reporting system reducing loan processing time by 30%

TECHNICAL SKILLS

Programming & Analysis:

- Python (pandas, numpy, scikit-learn, matplotlib)
- SQL (MySQL, PostgreSQL)
- Advanced Excel (VBA, Pivot Tables, Advanced Formulas)

Visualization & BI Tools:

- Tableau (Desktop, Public)
- Power BI (Desktop, Service)
- Data visualization best practices

Database Management:

- Database design and optimization
- Data cleaning and preprocessing
- ETL processes

Additional Technical Skills:

- Statistical analysis and hypothesis testing
- Data modeling and forecasting
- HTML, CSS, JavaScript
- React.js development

CERTIFICATIONS

- **Data Analytics** - ALX
- **Microsoft Excel Beginners and Experts** - EduCourse
- **Diploma in Information Management** - Alison
- **Legal Office Administration Certification** - EduCourse
- **React Development** - SheCodes
- **Responsive Web Development** - SheCodes

KEY COMPETENCIES

Analytical Skills:

- Critical thinking and problem-solving
- Statistical analysis and interpretation
- Pattern recognition in complex datasets
- Hypothesis testing and validation

Communication:

- Clear presentation of technical findings to non-technical stakeholders
- Written and verbal communication in English
- Data storytelling and visualization
- Report writing and documentation

Professional Skills:
- Attention to detail and accuracy
- Time management and project coordination
- Independent work capability
- Adaptability to new technologies and methodologies
- Client service orientation

ADDITIONAL INFORMATION
- Available for full-time remote or on-site positions
- Equipped with reliable home office setup including high-speed internet and professional workspace
- Strong understanding of data privacy regulations and compliance requirements
- Committed to continuous learning and professional development in data analytics field

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REFERENCES
References will be provided upon request in accordance with the Protection of Personal Information Act (POPIA) compliance requirements.