

PERSONAL INFORMATION



ABDULBASIT OLATUNDE ABDULMUMIN

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🐙 <https://crownstar01.github.io/AOA/>

JOB APPLIED FOR SUMMARY

Business Intelligence Analyst

Detail-oriented Business Intelligence Analyst with 6 years of experience transforming complex data into actionable insights to drive strategic decision-making. Proficient in data modelling, dashboard development, and performance reporting using tools such as Power BI, SQL, Excel, and R. Skilled at collaborating with cross-functional teams to identify business needs, optimise reporting processes, and improve data accuracy. Adept at delivering data-driven solutions that enhance operational efficiency and support business growth.

PREFERRED JOB STUDIES APPLIED FOR

Business Intelligence Analyst/Research Analyst/Statistician
Statistics / Google Data Analytics / Workshop training

WORK EXPERIENCE (Oct- Dec 2024)

Research Analyst and Instructor (Contract) at TechMentor Africa.

Offers the following topics to intermediate students:

- Introduction to Research Methodologies.
- Research Design and Data Collection Methods (Questionnaire designs using Google Forms and others)
- Descriptive Statistics, Data Visualization, Probability, and Distributions
- Hypothesis Testing and Inferential Statistics
- Using Statistical Software and Tools (Excel, SPSS, and R) for Reporting and Presenting Research Findings

(Nov 2023 – April 2025)

Remote Business Intelligence Analyst at NigerBev Ikeja, Lagos.

- Questionnaire designs (Google Forms), data entry using spreadsheets, and slide designs.
- ETL, handling data, and guaranteeing its integrity.
- Modelling and reporting MOT and OMDSR year-to-date (YTD) sales performance (Using Power Query and Pivot table).
- Visualising monthly MOT and Open market Sales reps' records across various regions in Nigeria.
- Building a well-interactive and dynamic Dashboard for the overall sales record with Microsoft Excel or Power BI.
- Writing Data Analysis Expression (DAX) to monitor key KPIs.
- Giving daily, detailed sales reports to Internal and external stakeholders.

(Jan 2021 – Dec 2023)

Statistician (Contract) at NECO ICT Department, Minna, Niger state.

- Organising and observing Data backups
 - Data Entry service with the use of Microsoft Excel and other office tools
 - The use of a Command prompt to query students' data from the database for printing on papers.
 - system performance, handling data, and guaranteeing its integrity.
 - Extracting, loading, and converting data from databases into papers like OMR, EMS, and Mark and attendant sheets.
- (Mar 2019 – Nov 2020) **Research Analyst at FUTMINNA.**
- Data analysis, interpretation, and recommendation using Microsoft Office tools, SPSS, Smart PLS, and R programming language.
 - Giving detailed work reports
- (Jan 2017 - Dec 2019) **ICT Tutor at FLGM, Minna.**
- Participated in teaching ICT
 - Teaching students the use of Microsoft Office tools for solving real world problems.

EDUCATION AND TRAINING

(Nov 2017- Dec 2023)

Bachelor of Technology (B.Tech)

- Statistics
- Federal University of Technology, Minna, Niger State, Nigeria.

(Jan - June 2023)

Business Analytics (Online Degree-Coursera)

- Advanced Google Data Analytics

(Jan - June 2022)

Business Analytics (Online Degree-Coursera)

- Google Data Analytics

(Dec 2017- Mar 2018)

Workshop Training on Data Analysis at Devine Grace Technology in Affiliation with FUTMINNA.

- Data Analysis using Excel, SPSS, Tora, SAS, Smartpls, and R programming language.

PERSONAL SKILLS

Mother tongue(s)

- Yoruba

Other language(s)

English Language and Hausa

Communication skills

Organisational/managerial skills

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Proficient	Proficient	Proficient	Proficient	Proficient
Proficient in English, Yoruba, and Hausa Languages				

- Excellent communication skills gained through my experience as a Data Analyst and Statistician
- Excellent written and oral communication skills.

Business Analysis and Storytelling using:

Job-related skills	<ul style="list-style-type: none"> ▪ Microsoft Office tools, Power BI, SPSS, SQL, and R Programming language. ▪ Analytical skills, Problem-solving, data-driven, and data-inspired decision-making ▪ Ability to be able to organise, Sales process, and computer science ▪ Curiosity and technical mindset ▪ Exceptional presentation and stakeholder engagement skills. ▪ Data design and data strategy ▪ Highly organised with the ability to prioritise and manage multiple tasks. ▪ Detail-oriented and solutions-driven, with a strong sense of initiative. ▪ Exceptional presentation and stakeholder engagement skills. ▪ Adept at working independently and collaboratively across teams.
Computer skills	<p>Microsoft Office tools:</p> <ul style="list-style-type: none"> ▪ Proficient use of Power BI and other office tools, SPSS, SQL, and R Programming language.
Other skills	<ul style="list-style-type: none"> ▪ Able to learn and develop practical and applicable skills very fast. ▪ Critical thinking. ▪ Ability to work as a team. ▪ Ability to learn, unlearn, and relearn ▪ Self-directed and able to take initiative on tasks and projects, requiring minimal guidance.
Driving licence	<ul style="list-style-type: none"> ▪ No driving licence

ADDITIONAL INFORMATION

Projects	<ul style="list-style-type: none"> ▪ Development of a Health and Safety Maturity Model for Enhancing the Performance of Construction Organisations in Nigeria (Research) ▪ Coca-Cola USA Retailers Sales Report. ▪ MOT YTD SALES DASHBOARD (2023- 2025) – NigerBev, Lagos ▪ OMDSR YTD SALES DASHBOARD (2023 – 2025) – NigerBev, Lagos ▪ TSO SALES REPORT (2023 – 2025) – NigerBev, Lagos
Honours and awards	<ul style="list-style-type: none"> ▪ Best graduating student in 2010, Primary ▪ Data Analyst of the Year, 2023 (FUTMINNA).
Certification	<ul style="list-style-type: none"> ▪ National Youth Service Corps (NYSC CERT)
References	<ul style="list-style-type: none"> ▪ Available on request