PERSONAL INFORMATION

ABDULBASIT OLATUNDE ABDULMUMIN



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https://crownstar01.github.io/AOA/

JOB APPLIED FOR SUMMARY

Business 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 modeling, 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, optimize reporting processes, and improve data accuracy. Adept at delivering data-driven solutions that enhance operational efficiency and support business growth.

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

PREFERRED JOB STUDIES APPLIED FOR

WORK EXPERIENCE (Oct- Dec 2024)

Research Analyst and Instructor (Contract)

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

TECHMENTOR AFRICA

(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)
- Visualizing monthly MOT and Open market Sales rep's 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.

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(Jan 2021 - Dec 2023)

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

- Organizing 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.

NECO ICT DEPARTMENT (NECO HEADQUARTER, MINNA)

(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

FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA

(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.

FUTURE LEADERS GROUP OF SCHOOLS, MINNA

EDUCATION AND TRAINING

(Nov 2017- Dec 2023)

Bachelor of Technology (STATISTICS)

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

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

Devine Grace Technology in Partnership with Futminna, Niger State, Nigeria

PERSONAL SKILLS

Mother tongue(s)

Yoruba

Other language(s)

UNDERS	TANDING	SPEA	WRITING	
Listening	Reading	Spoken interaction	Spoken production	
Profiicient	Profiicient	Profiicient	Profiicient	Profiicient

English Language and Hausa

Proficient in English,	Yoruba, and	l Hausa Languages
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Communication skills

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

Organisational/managerial skills

Business Analysis and Storytelling using:

- skills

 Microsoft Office tools, Power BI, SPSS, SQL, and R Programming language.

 Job-related skills

 Analytical skills, Problem-solving, Data driving, and data-inspired decision-
 - Analytical skills, Problem-solving, Data driving, and data-inspired decisionmaking
 - Ability to be able to organize, Sales process, and computer science
 - Curiosity and technical mindset
 - Exceptional presentation and stakeholder engagement skills.
 - Data design and data strategy
 - Highly organized with the ability to prioritize 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

Microsoft Office tools:

• Proficient use of Power BI and other office tools, SPSS, SQL, and R Programming language.

Other skills

- 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

No driving licence

ADDITIONAL INFORMATION

Projects

- Development of a Health and Safety Maturity Model for Enhancing the Performance of Construction Organisations in Nigeria (Research)
- 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

- Best graduating student in 2010, Primary
- Data Analyst of the Year, 2023 (FUTMINNA).

References

Available on request