Personal Details

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Professional Summary

Detail-oriented and highly organized Data/Business Analyst with extensive experience in data entry, management, and analysis. Proficient in **SQL, Excel, and R Studio**, with excellent attention to detail and the ability to handle large datasets accurately and efficiently. Adept at meeting tight deadlines, maintaining data integrity, and providing high-quality reports. Experienced in working with financial data, inventory management, and property management records.

Core Skills

- **Data Entry & Management:** Accurate and fast data input, cleansing, and management in SQL databases, Excel, and proprietary systems.

- **Software Proficiency:** R Studio, Microsoft Excel, Power BI, MSSQL, Google Sheets, Looker, Xampp, PHP and other database management tools.

- **Attention to Detail:** Strong ability to ensure data accuracy and consistency across multiple platforms.

- **Data Reporting:** Generation of detailed and accurate reports based on entered data.

- **Data Analysis**: Experience in analyzing data for patterns, trends, and anomalies using xcel, Power BI, and SQL.

- **Time Management:** Efficient multitasking and ability to work under tight deadlines while maintaining data integrity.

Professional Experience

Database Manager

Okaro and Associates – Onitsha, Anambra, Nigeria (Part-Time)

January 2022 – April 2024

- Managed daily data entry tasks, inputting and maintaining data related to property management and financial records.

- Updated and validated records for over 1,000 tenants, ensuring accurate and up-to-date information.

• Generated quarterly reports on tenant payments, property repairs, and cash disbursements.

• Utilized SQL and Excel to analyze property data and deliver insights to clients.

Data Entry Specialist / Research Assistant

Noyb Fundamentals – Lagos, Nigeria

October 2023 – Till Date

• Conducted extensive data entry for research projects, ensuring high levels of accuracy in data input.

• Assisted with database management and the entry of survey data into spreadsheets for analysis.

• Provided regular data validation checks to ensure the accuracy of research findings.

• Generated detailed reports for project teams, summarizing findings from large datasets.

Education

MA in International Business

Leeds Beckett University, Leeds, UK

Graduated: 2018

BSc in Economics

Covenant University, Lagos, Nigeria

Graduated: 2007

Certifications

• Data Analytics with Excel - NIIT

• SQL for Data Management - NIIT

Projects

Aircraft Cleaning Management System

• Designed and implemented an SQL-based management system for an aircraft cleaning business.

• The system included inventory tracking, employee scheduling, client bookings, and payment processing.

• Integrated a dashboard for the CEO, providing insights on day-to-day operations and staff activities.

• Automated data entry processes, improving accuracy by 30% and reducing the manual effort required.

Housing Management System

• Developed a property management system for tracking tenant payments, property repairs, and financial disbursements to clients.

• Created automated reports for quarterly review, offering insights on tenant behavior, financial status, and property upkeep.

• Managed a large database with over 1,000 entries, ensuring data accuracy through validation checks and real-time updates.

• Enhanced data entry processes, allowing for more efficient management and reporting.

MMADUABUCHI LODGE

Business Process Automation Tool

A solution to automate inventory, workflows and customer management. Key features:

- Real time alerts for stocks, tasks and leads.
- Role based assess control (Admin, Manager and Staff)
- POS integration with inventory deduction.

References

Available upon request.