

# GENEVIEVE NAA TETELEY QUARSHIE

Data Analyst

| +233 (0) 256428719 | [genevievequarshie22@gmail.com](mailto:genevievequarshie22@gmail.com) |

| [LinkedIn](#) | [GitHub](#) | [Portfolio](#) |

<p><b><u>PROFESSIONAL SUMMARY</u></b></p> <p>A detail-oriented and technology-driven Data Analyst with expertise in data analysis, dashboard development, and customer engagement. I transform complex data into strategic insights that drive decision-making by leveraging advanced data visualization, business reporting, and SQL querying. I am passionate about problem-solving, continuous improvement, and collaboration, and consistently strive to enhance operational efficiency while delivering value to teams and stakeholders.</p>	<p><b>TECH STACK:</b></p> <p>Languages: <a href="#">Python</a>, <a href="#">SQL</a></p> <p>Libraries: <a href="#">Pandas</a>, <a href="#">NumPy</a>, <a href="#">ipykernel</a>, <a href="#">Seaborn</a>, <a href="#">Matplotlib</a></p> <p>Data visualization: <a href="#">Advanced MS. Excel</a>, <a href="#">Power BI</a></p> <p>Exploratory Data Analysis, Data Cleaning, Data Wrangling, Statistical methods</p> <p><b>SOFT SKILLS:</b></p> <p>Effective Communication</p> <p>Collaboration &amp; Teamwork</p> <p>Attention to Detail</p> <p>Problem-Solving</p> <p>Time Management</p> <p>Adaptability</p> <p>Continuous Learning</p>
<p><b><u>WORK EXPERIENCE</u></b></p> <p><b>DATA ANALYST BOOTCAMP GRADUATE,</b> <b>Generation Ghana</b> <b>Jan - Apr 2025</b></p> <ul style="list-style-type: none"><li>Developed and presented data visualizations using Excel, Power BI, Matplotlib and Seaborn, enhancing data storytelling and analytical skills</li><li>Gained hands-on experience in data cleaning, exploratory data analysis and SQL querying, improving efficiency in data processing and insights generation</li><li>Collaborated on group projects, demonstrating teamwork, problem-solving and communication skills to achieve project goals</li><li>Developed confidence in presenting complex data insights to stakeholders, leading to enhanced communication skills and increased self-assurance in professional settings</li><li>Excelled in high-pressure settings by effectively collaborating with diverse teams, fostering seamless communication, and driving the timely completion of projects</li></ul>	<p><b>EDUCATION</b></p> <p>Generation Data Analysis Program Jan - Apr 2025</p> <p>Kwame Nkrumah University of Science and Technology Sep 2019 - Nov 2023 BSc. Business Administration(Business Information Technology)</p> <p><b>CERTIFICATIONS</b></p> <p>Microsoft Certified: Power BI Data Analyst Associate Sep 2024 - Present</p> <p><a href="#">Certification Link</a></p>

**DATA ANALYST - National Service Personnel (NSP),  
eProcess International S.A. Nov 2023 -**

Nov 2023 – Oct 2024

- Maintained a 98% weekly ticket closure rate by ensuring timely follow-ups and proactive issue escalation leading to an improvement in customer satisfaction
- Contributed to the maintenance of key business dashboards through daily monitoring and resolution of data refresh issues, ensuring report timeliness and accuracy
- Authored and collaborated on Business Requirement Documents (BRDs) to align report development with business objectives and customer needs
- Created comprehensive 'Info and Glossary' sections for reports, enhancing report clarity for stakeholders
- Wrote weekly EXCO meeting minutes for the MD's office and Group Head of Operations, ensuring precise documentation of key decisions

## PROJECTS

## GENERATION

## Title: Financial Performance Analysis Dashboard

This Power BI dashboard tracks key metrics including total assets, liabilities, stockholder equity and long-term debt, enabling businesses to evaluate financial health and asset-liability structures.

**Title:** GenTech HR Dashboard

This Excel dashboard provides insights into employee salaries, experience levels and training across different departments, aiding the HR Team in workforce planning and identifying areas for training investment.

## REFERENCES

Available upon request in compliance with  
Data Protection Regulations