

## **FAVOUR OJOCHENEMI EMMANUEL**

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### **PROFESSIONAL SUMMARY**

Detail-oriented and proactive Statistician with a bachelor's degree in Statistics (2025) and hands-on experience in data analysis, project coordination, and administrative management. Skilled in Microsoft Office Suite (Word, Excel, PowerPoint), SPSS, SQL, and Power BI, with a strong ability to conduct research, manage data, and support advocacy initiatives. Passionate about financial inclusion and digital transformation, with excellent communication skills in English and a proven track record of adaptability and teamwork.

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### **EDUCATION**

#### **Bachelor of Technology (B.Tech) in Statistics**

Federal University of Technology, Minna (FUTMINNA) | 2025

#### **West African Senior School Certificate (WAEC)**

Nakam Memorial Secondary School, Panyam, Plateau State | 2017

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### **PROFESSIONAL EXPERIENCE**

#### **Administrative Secretary**

AMBASS Engineering and Consulting Service, Minna Branch Office | Sep 2023 – Jan 2024

- Supported project coordination by preparing reports, documenting meetings, managing schedules, ensuring timely updates and operational efficiency.
- Conducted desk research and data organization to assist in budget documentation and team presentations.
- Maintained stakeholder contact lists and tracked engagement metrics to enhance collaboration.

#### **Administrative Secretary & Tailoring Unit Manager**

Triple D Fashion House | 2022 – 2023

- Managed daily operations and developed project tracking tools to monitor progress and ensure timely execution of tasks.
- Conducted market surveys and consumer research to inform business strategies, improving efficiency and customer engagement.

- Created reports and briefs to support advocacy efforts for business process improvements, driving revenue growth.

### **Classroom Teacher / Administrative Secretary**

Baptist Model School, Kaduna | 2018 – 2021

- Transitioned manual data entry to digital systems, improving accuracy and efficiency in record-keeping and reporting.
  - Assisted in organizing school events and capacity-building activities, collaborating with diverse teams to meet objectives.
  - Maintained detailed documentation and stakeholder records to support administrative functions.
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### **CORE SKILLS & COMPETENCIES**

- **Research & Analysis:** Proficient in desk research, statistical modeling (SPSS, SQL), and trend analysis.
  - **Data Management:** Expertise in Excel, Google Sheets, and stakeholder database organization.
  - **Project Management:** Skilled in developing tracking tools, meeting documentation, and task coordination.
  - **Communication:** Excellent written and verbal skills in English; experience creating presentations and reports.
  - **Digital Tools:** Proficient in Microsoft Office Suite, Power BI, and social media platforms.
  - **Adaptability:** Quick learner with a proactive approach to diverse tasks and team collaboration.
  - **Passion:** Strong interest in financial inclusion, digital payments, and digital transformation.
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### **RESEARCH & PROJECTS**

#### **Time-Based Analysis of Active Voice and Internet Users in Nigeria | 2024**

- Conducted statistical analysis to identify trends in telecommunications usage, supporting data-driven insights for digital ecosystems.

#### **Market Survey at Triple D Fashion House | 2022**

- Led consumer research to optimize product offerings, enhancing business strategy and stakeholder engagement.
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## **CERTIFICATIONS & AFFILIATIONS**

- Member, Nigerian University Physical Science Students Association (NUPSSA)
  - Member, Association of Statistics Students of Nigeria (ASSON)
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## **LANGUAGES**

- **English:** Fluent
  - **Hausa:** Fluent
  - **Igala**
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## **REFERENCES**

1. **Mr. S. Umar**  
Branch Manager, AMBASS Engineering and Consulting Service, Minna Branch  
Phone: +234 803 459 9755
2. **Mr. Samuel Achem**  
Proprietor, Baptist Model School, Kaduna  
Phone: +234 805 724 6642
3. **Mrs. T. Sheba**  
Manager, Triple D Fashion House  
Phone: +234 813 976 8681