Portfolio Website

J A Z M I N E   N G A J I

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PROFESSIONAL SUMMARY

An enthusiastic and skilled business intelligence analyst with about three years of experience across healthcare, marketing and manufacturing industries, and a background in Engineering. My strong foundation in these tools, along with my engineering background, has allowed me to excel in problem-solving and possess increased capabilities to effectively transform complex data into understandable, actionable insights.

SKILLS

Technical	**Non- Technical**	**Project Management**
✓ SQL	✓ Adaptability	✓ Asana
✓ Python	✓ Communication skills	✓ Trello
✓ Excel (Power Query & Pivot)	✓ Critical thinking skills	✓ CRMs – HubSpot, Zoho
✓ Data Viz tools - Power BI, Tableau,	✓ Collaboration	✓ Base Camp
✓ Knowledge of Database System and Warehouse - ETL	✓ Time Management	✓ QuickBooks
✓ M Language, DAX	✓ Negotiation	
✓ SSRS, SSIS	✓ People Management	
	✓ Creativity	

WORK EXPERIENCE

Tech. Business Analyst | House of Dtechpreneur | Lagos, Nigeria   Feb 2021 – Aug 2022
- Revamped products and services through collaboration with stakeholders, fostering strong connections with clients, vendors, and stakeholders and boosting productivity by 15%.
- Conducted market research and trend analysis to stay current on industry developments and gather market intelligence.
- Assisted the team in identifying opportunities for improvement within client company operations and implemented solutions to support future growth and requirements.
- Created dashboards and reports for the CEO and Operations team to track key performance indicators (KPIs) and developed process flow diagrams.

Junior Data Analyst | KALTANI Recycling Company | Lagos, Nigeria   Jun 2021 – Feb 2022
- Ensured proper data management through the implementation of policies and quality data collection techniques, resulting in legitimate data exchange within the departments.
- Designed and implemented efficient and secure database systems to handle and analyze data, taking into consideration all technical aspects of the recycling machines.

- Assisted and updated reports and data as needed for proper analysis of any issues or problems that arose, leading to swift resolution.
- Monitored and analyzed information to assess performance and identified opportunities for improving processes in the recycling operations, resulting in reduced downtime by 10%.

OTHER WORK EXPERIENCE

Bookkeeper/ Data Entry Specialist | Andrew J Murphy CPA Inc | Halifax, NS   Nov 2022 – Current

- Manage and maintain client financial investment account statements, including tax filing and account management while meeting deadlines, handle multiple tasks simultaneously, and maintain confidential client information.
- Perform bookkeeping duties such as recording financial transactions, reconciling bank statements, and generating financial reports of client various investments and securities.
- Provide high-quality customer service to clients, responding to inquiries and addressing issues promptly and professionally.

EDUCATION & CERTIFICATES

- **Post Graduate Certificate, Business Intelligence Analytics** | Nova Scotia Community College, Canada

- **Transfer Credit (Hons), Business Administration** | Ivey Business School, London, Ontario, Canada

- **Bachelor of Engineering (Hons), Biomedical Engineering** | All Nations University College, Ghana

- **Bloomberg Market Concept** | Bloomberg for Education

- **AI Programming with Python** | Udacity Nanodegree – NOKIA & BIT Scholarship

LEADERSHIP / VOLUTEER EXPERIENCE

- **Outreach Volunteer** | Beatrice Arch. | Lagos, Nigeria
- **Outreach Volunteer** | All Nations University | Koforidua, Ghana
- **Interim Student Union Leader** | All Nations University| Koforidua, Ghana

REFERENCE

Available upon request