Oyeindiepreye Juliet Erefa

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Professional Summary

Detail-oriented and highly motivated graduate transitioning into data analysis with hands-on experience in SQL, Python, Microsoft Excel, and Power BI. Skilled in data cleaning, analysis, and visualization. Adept at transforming raw data into actionable insights to support decision-making. Passionate about leveraging data to solve problems and drive business growth.

Technical Skills

• Proficient: Microsoft Excel, Power BI, SQL, Python (pandas, NumPy, Matplotlib, Seaborn), Data Cleaning, Reporting
• Learning: Machine Learning (scikit-learn, supervised & unsupervised models)
• Other: Strong communication, client relationship management, digital marketing (Canva & social media), teamwork, administrative organization

Projects.

• World Layoffs Data Analysis: Performed data cleaning and exploratory data analysis on world layoffs dataset using MySQL Workbench. Identified industry trends, company patterns, and country-level layoffs through advanced SQL queries, filtering, aggregation, and joins.

• Retail Sales Analysis Dashboard – Power BI: Designed a dashboard analyzing revenue, expenses, and profit trends.

• Data Cleaning – Excel, Power Query & Python: Cleaned and transformed raw datasets for analysis, ensuring accuracy and consistency.

Professional Experience

Life Planner | Enterprise Life Assurance Ltd | 2024

• Achieved and exceeded sales targets by identifying and engaging potential clients.
• Delivered financial advice, helping clients understand tailored insurance options.
• Built long-term client relationships, increasing customer retention.
• Conducted presentations and onboarded new clients with KYC compliance.

Administrative Officer | Jagsul Nig Ltd | 2022 – 2023

• Managed company correspondence and prepared documents for contract bidding.
• Maintained records and ensured compliance with office procedures.
• Coordinated office operations and supplies efficiently.

Front Desk Officer | Broll Property Services, Festival Mall (NYSC) | 2019 – 2020

• Attained a 95% customer satisfaction rating.
• Managed visitor inquiries and directed guests effectively.
• Scheduled appointments and maintained front desk operations.

Education

B.S.C.. in Marketing | Niger Delta University, Bayelsa | 2014 – 2018

SSCE | Community Secondary School, Otuokpoti, Bayelsa | 2006 – 2010

FSLC | Saint Philens Nursery & Primary School, Lagos | 2002 – 2006

Professional Development

• Microsoft Excel for Data Analysis
• Power BI Dashboards & Reporting
• SQL for Data Analysis
• Python for Data Analysis