KELVIN EBIMOGHAN

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Professional summary

Results-driven Data Analyst with expertise in Power Bi, Excel, SQl and Python. Skilled in data visualization, statistical analysis, and workflow automation, delivering actionable insights that drive business efficiency. Adapt at project management executive support, and customer service, ensuring seamless operations. Proven ability to communicate complex data insights to both technical and non-technical stakeholders

KEY SKILLS AND COMPETENCE

- Data Analysis & Visualization : Power Bi, Excel, SQL, Python

- Business Intelligence & Automation: Data workflows, dashboards, ETL pipelines

- Virtual Assistance & Administration: Scheduling, email management, project coordination

- Project Management Tools: Trello, Asana, Zoho workspace

- Soft skills: communication, adaptability, problem solving, confidentiality.

Professional experience

Data Analysist Instructor At Bytemark   **May 2025 – Present**

Teach student and business owners data analysis and how to use the various tools for their business, school work and how to apply their skills to their day to day life .

Executive Assistant | WildrushUtv | Remote Febuary 2024 - December 2024

- Developed and maintained a structured company database for efficient data retrieval

- Built Interactive Dashboards to analyze and present sales trends.

• Conducted data analysis to identify sales patterns and optimize business decisions

• Managed executive schedules, coordinated meetings, and handled email correspondence

]• Implemented project management tools to enhance team collaboration and efficiency

Administrative Assistant | Padreale Limited | Remote | march 2023 – November 2023

• Designed automated data entry forms for orders, and receipts, improving efficiency

• Developed a customer and employee database for streamlined record-keeping

• Managed email communications and scheduled meeting via zoho workspace

• Introduced structured administrative systems to enhance organizational growth

Education And Certifications

University of Port Harcourt	**2015-2021**

Bachelors in Civil Engineering

Benny International High School	**2014**

West African Senior School Certificate Examination (WASSCE)