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io/Kemsthefirst/](https://kemsthefirst.github.io/Kemsthefirst/)

SKILLS

- Microsoft Office (Power point for presentation & Word)
- Use of Excel for data entry, cleaning and Power Query
- Google sheets
- Python
- Tableau / Power BI
- SQL
- Effective Communication
- Research
- Report Writing
- Teamwork
- Infographics

FOLAKEMI LAWAL

DATA ANALYST

PROFILE

WORK EXPERIENCE

Data Analyst - Freelance

MARCH, 2025

Excel & SQL Analysis (Pew Research + Book Loan System)

- Conducted an exploratory analysis of a modified Pew Research dataset using Excel.
- Used charts to visualize key findings, providing clear insights through structured summaries.
- Wrote SQL queries to analyze a book loan database.
- Created views using joins, filters, string functions, and aggregation to deliver concise summaries of system usage.

Data Analyst

MAY, 2025

Teeketing - Freelance

- Cleaned and analyzed event registration data involving thousands of entries using Python and Excel.
- Standardized unstructured fields for accurate reporting
- Designed and developed an interactive dashboard in Tableau with KPIs, visual insights, and stakeholder visuals
- Delivered actionable insights to support post-event evaluation and strategic decisions

Data Analyst Intern

JANUARY 2025 – MARCH, 2025

HNG Internship

Achieved Stage 7 Certification of Proficiency

- Gained hands-on experience in data cleaning, analysis, visualization, and reporting using Python, Excel, SQL (PostgreSQL), and Power BI.
- Analyzed datasets from social media, marketing, and product domains, presenting insights through clear reports and visual dashboards.
- Conducted keyword research using Google Keyword Planner
- Performed network analysis to uncover strategic content opportunities.
- Collaborated on projects with product managers, designers, and developers etc. In building a real-life tech dating app.

TATA - Forage

MAY 2024

Internship

Data Visualisation: Empowering Business with Effective Insights

- Framing the Business Scenario
- Choosing the Right Visuals
- Creating Effective Visuals
- Communicating Insights and Analysis

MAY 2024

Accenture - Forage

Internship

Data Analytics and Visualization Job Simulation

- Project Understanding
- Data Cleaning & Modeling
- Data Visualization & Storytelling
- Delivering presentations to clients

Ozone Emporium

SEPTEMBER 2022 – OCTOBER 2023

Position: Personal Assistant & Operations Manager

- Organized special events and ensured successful and memorable experiences.
- Managed emails and calls on behalf of the CEO.
- Managed procurement activities, vendor selection, negotiation, contract management.
- Handled secretarial duties.
- Acted as a liaison between the CEO and staff.
- Managed expense reports and requisitions, ensured accurate documentation and financial accountability.
- Assisted in making travel arrangements.
- Prepared reports and presentations.
- Managed household affairs, maintained office space, supervised auxiliary staffs.

**Gantt works Business
Development Services**

FEBRUARY, 2022 - SEPTEMBER, 2022

Position: Business Development Officer

- Implemented company marketing strategy
- Managed customer relations
- Conducted field and online research
- Kept records of loans and grant operations
- Data entry with the use of Excel

**Synto-Energia Development Company/ Solgreen
Agribusiness and Biofuel Ltd**

MARCH, 2021 - FEBRUARY, 2022

Position: NYSC/ Customer Service Lead

- Built strong professional relationships through identification of client needs.
- Responded to client inquiries.
- Data entry and cleaning with excel.
- Coordinated team members to achieve company targets.
- Prepared and sent daily reports for management.
- Collated and distributed beneficiaries' goods.
- Prepared and inspected documentation for reports to be sent to the bank

Dangote Cement Plc

JULY, 2020 - MARCH, 2021

Department: Transport

Position: Transport Manager Representative

- Prepared records and documentation of trucks.
- Kept records of distributors picking up trucks.
- Received and reported driver's complaints to management.
- Prepared and sent daily reports to the transport manager.
- Data Entry with the use of Excel.

Multichoice Group

NOVEMBER, 2019 - JULY, 2020

Department: Customer Resource Management

Position: After Sales Representative

- Achieved subscription targets.
- Handled customer complaints.
- Took record of customer subscription plan.
- Marketed products.

REFERENCE

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