



# FOLAKEMI LAWAL

## DATA ANALYST

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### CONTACT

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🌐 [https://kemsthefirst.githu  
b.io/Kemsthefirst/](https://kemsthefirst.github.io/Kemsthefirst/)

### SKILLS

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

### PROFILE

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I am a highly detailed oriented, motivated, individual. I take pleasure in an Unstructured environment and find joy in creating an adequate environment for the company to thrive And grow. I like searching for innovative ways of getting clients and customers by turning prospect into Permanent client. I know how to work with teams. I am resilient and result oriented with 4 over years' Experience.

### WORK EXPERIENCE

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#### 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

#### Accenture - Forage

MAY 2024

##### 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, maintained effective communication channels.
- Managed procurement activities, vendor selection, negotiation, contract management, and ensured the timely and efficient acquisition of necessary resources.
- Handled secretarial duties including managing correspondence, scheduling appointments, and maintaining office files.
- Scheduled meetings, coordinated calendars, and facilitated efficient planning and time management.
- Acted as a liaison between the CEO and staff, facilitating smooth communication and collaboration.
- Managed expense reports and requisitions, ensured accurate documentation and financial accountability.
- Assisted in making travel arrangements, including booking flights, accommodations, and transportation.
- Prepared reports and presentations, summarizing key information to support decision-making processes.
- Managed household affairs, maintained office space, supervised office drivers, ran errands, coordinated maintenance activities, and ensured a clean, functional, and productive environment.

## **Gantt works Business**

FEBRUARY, 2022 – SEPTEMBER, 2022

### **Development Services**

Position: Business Development Officer

- Implemented company marketing strategy
- Managed customer relations
- Conducted field and online research
- Kept records of loans and grant operations
- Managed GBDS properties
- Maintained and updated records of beneficiary details
- Marketed GBDS products
- Data entry with the use of Excel

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

MARCH, 2021 – FEBRUARY, 2022

Position: Customer Service Lead

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

## Dangote Cement Plc

JULY, 2020 – MARCH, 2021

Department: Transport

Position: Transport 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 to the public

## EDUCATION

2019 B.Sc. (Marketing)

Rivers State University, Port Harcourt, Nigeria

2013 Senior Secondary School Certificate

Rosysteps International School, Port Harcourt, Nigeria

2007 First School Leaving Certificate

Federal Government College (Staff Nursery and Primary School), Port Harcourt, Nigeria

2024 Data Analytics Essentials Course

Cisco Networking academy

2024 Data Analytics Bootcamp

DataFrik

## REFERENCE

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