

CONTACT

☎ 09032446674

✉ foly.lawal97@gmail.com

🌐 [https://www.linkedin.com/
in/folakemi-lawal-
593836223](https://www.linkedin.com/in/folakemi-lawal-593836223)

🌐 [https://kemsthefirst.github.
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

FOLAKEMI LAWAL

DATA ANALYST

PROFILE

Data can be messy, but I believe every dataset holds a meaningful story waiting to be uncovered. I take a hands-on, thoughtful approach to cleaning, connecting, and translating data into insights that drive real world impact. My goal is to turn complex information into clear, actionable understanding not just numbers or charts on a page.

WORK EXPERIENCE

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

MARCH, 2021 – FEBRUARY, 2022

Synto-Energia Development Company/ Solgreen Agribusiness and Biofuel Ltd

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

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 and performed network analysis to uncover strategic content opportunities.
- Collaborated on cross-functional projects with product managers, designers, and developers, simulating real-world team environments.
- Strengthened skills in storytelling with data and delivering actionable insights to support business decision-making.

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

- Conducted exploratory and thematic analysis of a modified Pew Research dataset using Excel, uncovering trends in demographics, digital media use, and foreign policy attitudes.
- Used pivot tables, formulas, and charts to organize and visualize key findings, providing clear insights through structured summaries.
- Wrote complex SQL queries to analyze a book loan database, extracting insights on user behavior, book availability, late returns, and borrowing patterns.
- Created views using joins, filters, string functions, and aggregation to deliver concise summaries of system usage.
- Demonstrated proficiency in both spreadsheet-based analysis and relational database querying to support data-driven storytelling.

Data Analyst

Teeketing - Freelance

- Cleaned and analyzed event registration data involving thousands of entries using Python and Excel
- Handled complex duplicate management logic based on conditional fields
- 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

REFERENCE

Somto Haidome

Phone: +234-8153223296

Linus Obiora

Phone: +234-8135832323