



FOLAKEMI LAWAL

DATA ANALYST

CONTACT

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SKILLS

- Microsoft Office
- Python
- Power BI / Tableau
- SQL
- Data Cleaning & Data Modeling
- Effective Communication
- Research
- Teamwork

PROFILE

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.

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

WORK EXPERIENCE

Multichoice Group

NOVEMBER, 2019 – JULY, 2020

Department: Customer Resource Management
Position: After Sales Representative

- Achieved subscription targets
- Handled customer complaints
- Marketed products to the public

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 NYSC

Synto-Energia Development

SEPTEMBER, 2022 – FEBRUARY, 2023

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

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
- Managed GBDS properties
- Maintained and updated records of beneficiary details
- Marketed GBDS products

Ozone Emporium

MARCH, 2021- FEBRUARY, 2022

Position: Personal Assistant

- Organized special events to ensure successful and memorable experiences
- Managed emails and calls on behalf of the CEO,
- maintained effective communication channels
- Oversaw procurement activities, ensuring the timely and efficient acquisition of necessary resources
- Handled secretarial duties, including managing correspondence, scheduling appointments, and maintaining office files
- Scheduled meetings and coordinated calendars to facilitate efficient planning and time management
- Acted as a liaison between the CEO and staff, facilitating smooth communication and collaboration
- Managed expense reports and requisitions, ensuring accurate documentation and financial accountability
- Assisted in making travel arrangements, including booking flights, accommodations, and transportation
- Prepared reports and presentations, summarizing key information and supporting decision-making processes
- Managed household affairs, including handling personal errands and coordinating tasks related to the CEO's residence
- Maintained records, both physical and digital, to ensure organized and easily accessible information
- Oversaw the maintenance of the office space, ensuring a clean, functional, and productive work environment
- Supervised office drivers, ensuring timely and safe transportation for the CEO and other staff members
- Ran errands as needed, providing support in various administrative and operational tasks.

Ozone Emporium

FEBRUARY, 2023 – SEPTEMBER, 2024

Position: Operations Manager

- Developing and managing budgets to ensure effective allocation of resources and financial control.
- Overseeing logistics operations, including inventory management, warehousing, and distribution, to ensure smooth and timely delivery of products.
- Managing procurement activities, including vendor selection, negotiation, and contract management, to ensure the availability of required goods and services.
- Coordinating and overseeing maintenance activities, including facility upkeep, equipment maintenance, and repairs, to ensure a safe and functional work environment.
- Providing leadership and guidance to motivate and inspire staff members, fostering a positive and productive work culture.
- Monitoring and supervising the work of other staff members, ensuring adherence to policies, procedures, and performance standards.
- Prepared reports and presentations, summarizing key information and supporting decision-making processes
- Coordinated and facilitated training sessions for the staff
- Acts as a liaison between top management and staffs

Accenture - Forage

MAY, 2024

Internship

Data Analytics and Visualization Job Simulation

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

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

REFERENCE

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