

CONTACT

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🌐 <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

An efficient data analyst with experience in data cleaning, analyzing data, visualization and report writing. I'm proficient in tools like Excel, SQL, Python, Tableau and with an interest for turning raw data into strategic decisions. I'm committed to accuracy, clarity and continuous learning.

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

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.
- 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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