Melvon Khanyile Mashele
Data Analyst

South Africa| ✉ melvonkmashele@gmail.com | 🔗 LinkedIn | 🌐 Portfolio | Github

Data Analyst with experience in project and statistical analysis, using Excel, SQL and Power BI to optimize processes, reduce costs, and improve decision-making through data visualization and insights.

Skills	**Experience**
Technical: • SQL • Advanced Excel • Power BI • Data Cleaning • Data Visualization • Statistical Modelling • ETL Processes Additional: • Analytical Thinking • Effective Communication • Time Management • Team Collaboration • Project Planning.	**Project Analyst Intern** University of Johannesburg | Orphanage Construction Project *April 2023 – October 2024* • Used Excel to analyse infrastructure and financial data, identifying inefficiencies that led to a 5% reduction in project costs. • Managed project schedules in Excel, reducing delays by 20% and ensuring timely progress updates. • Created 3 basic dashboards in Power BI, providing visual summaries of budgets and timelines for 10+ stakeholders. • Compiled and delivered 10 detailed reports with data visualizations, improving decision-making and resource allocation. **Statistical Analyst Intern (Civil Engineering)** *University of Johannesburg* *January 2022 – November 2022* • Performed basic statistical analysis on construction project data, identifying trends that improved reporting accuracy by 10%. • Compiled and analysed datasets of up to 1,000 entries using Excel, providing actionable insights for resource allocation. • Created summary reports with charts and graphs, improving the clarity of project presentations for faculty supervisors.
Education	**Projects:** 🌐 Portfolio
Bachelor of Engineering in Civil Engineering Technology *University of Johannesburg* • Statistics • Project Management • Business Analytics **Certifications** • Google Data Analytics Professional Certificate • IBM Data Analytics Professional Certificate	1. EDOC: Stock Market & Telemedicine Analysis – Visualized stock data to support MedTech investment strategies. 2. Global Healthcare Costs & Access Analysis – Standardized healthcare data to identify cost-saving opportunities. 3. Health Insurance Claims & Risk Analysis – Built predictive models to optimize claims management. 4. Women's Safety Analysis (2019–2023) – Aggregated and visualized safety trends for policymaker insights. 5. Predicting My Personal Wellbeing: A Data-Driven Journey Through Life – Created a personal data-driven model to predict wellbeing based on lifestyle choices and health data.