

# Melvon Khanyile Mashele

## Data Analyst

Johannesburg, South Africa | [✉ melvonkmashele@gmail.com](mailto:melvonkmashele@gmail.com) | [in LinkedIn](#) | [🌐 Portfolio](#) | [🐙 Github](#)

Excel | SQL | Power Query | DAX | Power BI | Python | Microsoft Office Suite | Monday.com

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### Skills

- Data extraction, loading and transforming (ELT)
- Statistical Analysis
- Descriptive Stats
- Regression Analysis
- Data Visualization
- Data Reporting & Documentation
- Work Breakdown Structure (WBS)
- Presentation Design

### Education

- Bachelor of Engineering in Civil Engineering Technology - University of Johannesburg: Mathematics, Statistics, Project Management.

### Certifications

- Microsoft Certified: Power BI Data Analyst Associate
  - Microsoft Certified: Azure Fundamentals
  - IBM Data Analytics Professional Certificate
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### Professional Experience

#### Statistical Analyst Internship

University of Johannesburg

March 2024 – November 2024

- Data Collection: Sorted 11,250 student records, ensuring accuracy for diagnostic analysis.
- Data Entry: Achieved 97% accuracy in entering 11,250 student survey responses.
- Statistical Analysis: Analysed 22 variables using SQL - identifying trends such as mean, mode, etc and the months with the highest student visits.
- Data Visualization: Created 4 Power BI charts to highlight key insights, including trends in student visit frequency.
- Decision Support: Identified peak periods and recommended staffing adjustments based on psychologist availability.

#### Project Management Internship

University of Johannesburg | Orphanage Construction Project

April 2023 – October 2023

- Project Scheduling: Developed WBS and Critical Path Network to optimize resources for a R50,000 project.
  - Task Management: Ensured 100% on-time completion for a 30-member team, boosting productivity by 20% via Monday.com.
  - Budget Forecasting: Tracked budgets in Excel, achieving a 10% cost reduction (R5,000) through adjustments.
  - Risk Analysis: Mitigated risks, cutting delays by 25% and ensuring timely delivery.
  - Data Visualization: Designed 4 Power BI dashboards with actionable insights for stakeholders.
  - Reporting: Presented data-driven recommendations to stakeholders using PowerPoint.
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### Featured Projects: [🌐 Full Portfolio](#)

1. EDOC: Stock Market & Telemedicine Analysis
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- Collected and cleaned stock market data using SQL then visualized trends in Power BI to guide MedTech investments, improving decision-making accuracy and portfolio performance.
2. Global Healthcare Costs & Access Analysis
    - Standardized international healthcare data with SQL and Excel; identified cost-saving opportunities and access disparities, enhancing global healthcare efficiency.
  3. Women's Safety Analysis (2019–2023)
    - Aggregated global women's safety data using SQL, visualized safety trends in Power BI to support policy development and safety initiatives.
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