




Melvon Khanyile Mashele

Data Analyst

South Africa, Johannesburg |  melvonkmashele@gmail.com |  [LinkedIn](#) |  [Portfolio](#) |  [Github](#)

Skills

Technical:

- Data Cleaning & Transformation | Excel (Advanced) | Power Query | SQL |
- Statistical Analysis | Descriptive Stats | Regression Analysis | Hypothesis Testing
- Data Visualization | Power BI | Tableau | Excel (Charts)
- Data Reporting & Documentation | Microsoft Office Suite

Additional:

- Analytical Thinking | Problem Solving
 - Effective Communication | Presenting to Stakeholders
 - Cross-Functional Teamwork | Agile Methodology
 - Project Planning | Work Breakdown Structure (WBS) | Risk Management
 - Presentation Design | PowerPoint
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Experience

Project Analyst Intern

University of Johannesburg | Orphanage Construction Project
April 2023 – October 2024

- Project Scheduling: Developed Work Breakdown Structure (WBS) and Critical Path Network to optimize task allocation and resource management for a R50,000 orphanage construction project.
- Task Management: Ensured 100% on-time task completion by monitoring deadlines for a 30-member team and streamlined workflows and improved team productivity by 20% using Monday.com
- Budget Forecasting: Tracked project budget in Excel, achieving a 10% cost reduction (R5,000) through proactive adjustments.
- Risk Analysis: Identified risk factors and implemented mitigation strategies, reducing project delays by 25%, ensuring on-time delivery.
- Data Visualization: Designed 4 Power BI dashboards, providing clear, actionable insights for stakeholders.
- Reporting: Delivered data-driven presentations in Microsoft PowerPoint, translating key metrics into recommendations.

Statistical Analyst Intern

University of Johannesburg
January 2022 – November 2022

- Data Collection: Collected and sorted data for a R2.5 million bridge feasibility study in Tzaneen, ensuring data accuracy and consistency.
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- Statistical Analysis: Conducted calculations, including averages, medians, and modes, to uncover trends and support decision-making.
- Data Cleaning: Organized and validated datasets, improving data quality for downstream analysis.
- Data Visualization: Created various charts (bar charts, pie charts) in Excel to demonstrate the potential bridge impact.
- Data Entry: Performed extensive data entry and validation, achieving 100% accuracy in survey responses and project data.
- Decision Support: Provided actionable insights to faculty, contributing to the feasibility assessment of bridge construction.

Education and Certifications

Bachelor of Engineering in Civil Engineering Technology

University of Johannesburg

- Relevant Coursework: Statistics, Project Management, Business Analytics

Certifications:

- Google Data Analytics Professional Certificate
- IBM Data Analytics Professional Certificate
- Excel for Data Analysis (Coursera)

Featured Projects



Portfolio

1. EDOC: Stock Market & Telemedicine Analysis
 - 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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