

# MARVELLOUS EYUBE

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## PROFESSIONAL EXPERIENCE

### STERLING OIL EXPLORATION & ENERGY PRODUCTION COMPANY, Lagos, NIGERIA

#### Procurement Analyst & Document Controller (Barge Operations)

September 2022 - Present

- Created Purchase/Service Order monthly reports using formula automated MS Excel worksheets and worked closely with the Procurement team. These formula automated worksheets extract data from multiple worksheets.
- Created multiple dashboards in MS Power BI to gain insights on total Purchase/Service Order values and track some key result metrics.
- Received outstanding feedback directly from the Head of Department, due to the continuous engagement with senior stakeholders and insights' delivery under tight deadlines.
- Delivered multiple reports in MS Excel and Power BI to analyse total local/foreign orders and the total value of each using COUNTIF and SUMIF functions.
- Created multiple ad-hoc insight-driven reports using MS Power BI to track performances of procurement officers which includes, the total number of successfully closed out orders, cancelled orders and delayed order delivery.
- Worked with the Supply Chain reporting team to gather insights on suppliers based on quoted prices, and item specification. This helped the organization to prevent the award of orders to suppliers with ambiguous quoted prices and wrong item specification.
- Work closely with Procurement and Supply chain managers to understand and maintain focus on their analytics needs, including critical metrics and KPIs, delivering actionable insights to relevant stakeholders.

#### KEY ACHIEVEMENTS

- Excelled in maintaining continuous engagement with senior stakeholders, delivering insights within challenging timelines.
- Developed and maintained formula-automated MS Excel worksheets for monthly reports, improving efficiency.
- Successfully created MS Power BI dashboards for tracking Purchase/Service Order metrics, enhancing decision-making processes.
- Provided critical insights into procurement officer performance, contributing to informed decision-making.

### OPAL INVESTMENT LIMITED, Lagos, NIGERIA

#### Administrative Executive

September 2018 - September 2022

- Maintained records, prepared invoices and kept statistics of warehouse inventories.
  - Performed accounting tasks such as book-keeping, handled petty cash & maintained fixed asset register, receipts, prepared payment vouchers, cheques and bank-in deposit duties.
  - Provided customer service to walk-in or call-in enquiries.
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## EDUCATION

### AMBROSE ALLI UNIVERSITY, Edo State, NIGERIA - BSc Major: Accounting

September 2012 - June 2016

#### DATA CAMP – CAREER TRACKS

Completed career tracks in: *Python, SQL, Power BI and Tableau for Data Analytics.*

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## ADDITIONAL INFORMATION

**Technical Skills Tools:** Power BI, Tableau, SQL, Microsoft Office package, Python, DBeaver and pgAdmin.

**Languages:** Urhobo (Native), English (Native)

## PROJECTS

- Explore my personal projects on [GitHub](#)