

Meryem ESSALHI

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Personal statement

I am an aspiring data analyst with a strong foundation in data analysis and software development. Proficient in SQL, Power BI, Excel, Python, HTML and CSS. I have hands-on experience in data collection, cleaning, visualisation, and generating insights to support decision-making. I am eager to apply my combined expertise in data analytics and software development in an entry-level or equivalent position, contributing to impactful projects while continuing to grow professionally.

Key Skills

- Data Analysis Tools: SQL, Power BI, Microsoft Excel, Python (Pandas, NumPy).
- Data Visualisation: Power BI, Excel (Pivot Tables).
- Databases: SQL, MySQL.
- Programming Languages: Python, HTML, CSS, C#, Java.
- Software Development: Web development with HTML, CSS.
- Accounting software: Sage 50, Xero and QuickBooks.
- Quarterly and yearly Statement profit/loss reporting.
- Pension Schemes, Payrolls and Payslips production.
- Case management and conflict resolution.
- Calls handling.

Employment History

Trainee Data Analyst, IMeta Training, Birmingham

(January 2024 – March 2024)

Achievements and responsibilities:

- Successfully completed 5 of real-world data analysis projects using Excel, SQL, Python, Power BI and DAX leading to improved decision-making.
- Created efficient DAX measures and calculations, reducing report loading and improve overall dashboard performance.
- Created dynamic dashboards and reports in Power BI that enhanced data visibility and improved stakeholder engagement.
- Improved data quality by identifying and cleaning 90% of inaccurate or duplicate entries, leading to more reliable insights.
- Wrote SQL queries to retrieve, manipulate, and summarize data from databases for reporting purposes.
- Performed basic statistical analyses to derive insights, such as correlation, regression, and trend analysis.
- Collaboration with Teams

Trainee Digital Accounting, NetCom, Birmingham

(June 2024 – August 2024)

Achievements and responsibilities:

- Purchase and sales ledger control with reconciliations and credit control activities. Answering
- Generating pay slips, processing payroll, Maternity & Statutory pay, Forms P45 and P60 and RTI submissions, Pension Schemes using Sage 50 Payroll.
- Dealing with accruals, prepayments, depreciation, double entries and calculating loan interest.
- Developing monthly financial statements that include Profit and Loss account and Balance Sheets.

Trainee HPS,Casablanca-Morocco

(April 2012 – Juin 2012)

Achievements and responsibilities:

- Quality control assistant: Assisting the Junior project auditor by preparing reports and ensuring compliance with HPS quality standards.
- ASP.NET application development: Implemented a projects managers database and designed a user interface for auditing control.
- SCAMPI B evaluation data collection: Categorise, document and analyse the collected data against CMMI model's process areas and HPS specific goals.

Administrative assistant, ERL (France)

(July 2014 – February 2016)

Achievements and responsibilities:

- Managed accounting and invoicing using Sage software, processing and managing over 200 invoices monthly with high accuracy and reducing discrepancies.
- Estimated costs and incomes for voyages using Excel, reducing budget variances and contributing to an increase in overall profit margins.
- Registered and tracked 150+ vehicles and voyages per month using PROTEUS, improving operational efficiency.
- Distributed invoices to clients via Outlook, reducing invoice processing time and improving client payment timelines.
- Handled an average of 50+ calls daily, efficiently managing bookings and customer requests, resulting in high customer satisfaction.

Support worker Emaan House, Birmingham

(November 2022 – May 2023)

Achievements and responsibilities:

- Provided emotional and practical support to vulnerable women, helping them navigate complex social services and legal systems.
- Maintained accurate, confidential records of clients and support services provided.
- Managed emergency situations, offering immediate care and support in cases of domestic violence or abuse.
- Worked with women from diverse backgrounds, showing respect and adaptability to different cultural needs.

Education

Netcom, Digital Accounting, Birmingham

(Juin 2024 – August 2024)

Certificate Level 3 Digital Accountancy

IMeta Training, Birmingham

(January 2024 – March 2024)

Certificate Level 3 Business Data analyst Associate

Le Havre University (France)

(January 2014 – Juin 2014)

Management controlling Degree

ENSA Tangier (Morocco)

(September 2011 – Juin 2012)

System engineering and Project Management Masters

References

References are available upon request.