

# GHANIYAT OLUMEGON-OMOTOSHO

Isolo, Lagos State, Nigeria | +234 812 356 7817

ghaniyatolumegbonomotosho@gmail.com | LinkedIn | Portfolio

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## Professional Summary

Detail-oriented and proactive Data & Virtual Assistant Professional skilled in data analysis, visualization, and administrative support. Experienced in leveraging analytical tools to enhance efficiency, support decision-making, and deliver actionable insights.

## Core Skills

- Data Analysis & Visualization (Excel, Power BI, Tableau)
- Python, SQL, R, MySQL
- Data Entry & Record Management
- Statistical Modeling & Insight Generation
- Calendar & Email Management
- Online Research & Report Writing
- Microsoft Office & Google Workspace
- Communication & Time Management

## Professional Experience

### Data Analyst (Intern) – 3MTT Program, Remote | 2025 – Present

- Analyzed datasets to identify business insights and metrics.
- Created interactive dashboards in Power BI and Tableau.
- Collaborated on data projects and hackathon challenges.

### Language Contributor – Awarri, Remote | 2025 – Present

- Supported AI data labeling and model training initiatives.
- Contributed to data accuracy and contextual analysis tasks.

### Virtual Assistant – Freelance / Remote | 2024 – Present

- Managed communications, schedules, and data entry tasks.
- Conducted research, created reports, and organized documents.

### Office Assistant – CYX, Lagos | 2022 – 2023

- Provided administrative support and maintained office records.
- Managed correspondence and client interactions.

## Projects

- Customer Churn Analysis – Identified churn factors and visualized insights using Tableau.
- Sales Data Dashboard – Built Power BI dashboard for automated reporting.
- Maternal Death Data Insight – Analyzed maternal mortality trends for healthcare improvement.
- Safety Shield App – Contributed to data and UX design for an emergency alert app.

## Education

B.A. in Education (In Progress) – National Open University of Nigeria (2023–2027)

Relevant Coursework: Data Science, Statistics, Machine Learning, Business Intelligence

## **Certifications & Training**

- Google Data Analytics Professional Certificate – 3MTT
- Data Analysis & Visualization – ALX / 3MTT Fellowship
- SQL for Data Science – Coursera
- Data Visualization with Tableau – Cisco
- Microsoft Excel for Data Entry & Analysis – Cisco
- AI Augmented Professional Development – ALX
- Administrative & Virtual Assistance – Coursera
- Artificial Intelligence Fundamentals – Yasif
- Finance Training – Shecluded

## **Awards & Activities**

- Participant – 10Alytics & 3MTT Hackathon Projects
- Member – Data Science Club
- Participant – Kaggle Competitions
- Recognized for Excellence in Data-Driven Projects

**References available upon request**