

## Anaglo Nenyio Kwame

Data Analyst

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### Professional Summary

Analytical and detail-oriented Accounting and Economics graduate with practical experience in data analysis, reporting, and administrative support. Adept at using Microsoft Excel and Power BI to clean, manage, and analyze data for actionable business insights. Skilled in communicating findings clearly to diverse stakeholders and improving processes through data-driven recommendations. Proactive, adaptable, and committed to delivering quality results in dynamic environments.

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### Key Skills

- **Data Analysis & Reporting:** Excel (Formulas, Pivot Tables, Templates), Power BI, SQL
  - **Data Cleaning & Validation:** Ensuring accuracy and integrity for business decisions
  - **Data Visualization:** Developing clear dashboards and reports
  - **Process Improvement:** Identifying trends and proposing solutions
  - **Research & Documentation:** Quantitative research assistance and academic data management
  - **Soft Skills:** Communication, Team Collaboration, Client Engagement, Report Writing
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### Professional Experience

#### Promotize Booster Inc.

*Data Management Specialist / Sales Assistant*

**June 2023 – Present**

- Collected, cleaned, and analyzed sales and product data to support business objectives.
  - Created Excel templates to streamline data entry and reporting processes, improving operational efficiency.
  - Developed insights from internal data trends and market analysis to aid product development.
  - Managed product datasets to enhance reporting accuracy and operational decisions.
  - Engaged customers, provided product advice, and supported sales to drive performance.
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**Brain Power Academy**  
*Economics & Geography Tutor*  
**February 2023 – Present**

- Simplified complex concepts using data and real-world examples to improve student understanding and academic performance.
  - Assessed student progress and tailored teaching approaches to individual needs.
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**University of Ghana Business School**  
*Personal Assistant to Lecturer (Quantitative Research)*  
**November 2022 – September 2023**

- Collected, cleaned, and analyzed academic datasets including test scores and attendance records.
  - Supported quantitative research activities, data documentation, and referencing guidance for students.
  - Maintained academic schedules and managed communication with students efficiently.
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**Legon Co-operative Credit Union**  
*Accounting Intern*  
**June 2019 – August 2019**

- Organized and maintained account and loan records ensuring data accuracy.
  - Assisted in preparing accounting statements and financial summaries.
  - Guided customers in new account setups, explaining financial products and terms clearly.
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**Freelance Data Analyst – Melcom Ghana**  
**May 2025**

- Collaborated with Melcom to analyze internal sales data for calculating and distributing performance-based bonuses.
  - Ensured data accuracy and transparency in bonus allocations, providing actionable insights to support staff motivation and management decisions.
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**Education**

**University of Ghana**  
B.A. Accounting & Economics  
2018 – 2024

**Presbyterian Boys Secondary School, Accra**  
General Arts  
*2015 – 2018*

**University of Ghana Basic School**  
BECE  
*2002 – 2015*



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## **Certifications**

**Advanced Data Analytics – Thrive Africa**  
*December 2024 – March 2025*

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## **References**

**Newton Ahiable**  
Co-Founder, Promotize Booster  
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