

OYEGUNLE DANIEL OLUWADAMIOLA

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PROFESSIONAL SUMMARY

Highly motivated Administrative and Data Analyst Professional dedicated to driving business success through the integration of analytical insights and effective communication. With a diverse skill set in Excel, Power BI, SQL, and Python, I excel in delivering actionable insights that empower organizations to make informed decisions and achieve strategic alignment.

WORK EXPERIENCE

KRISTAKLEA REALTORS

DATA ANALYST (INTERN).

Aguda Ogba, Lagos State.

June 2024 - August 2024

- Processed and cleaned data for over 500 property listings with a 95% accuracy rate.
- Generated 4 analytical reports influencing a 20% increase in targeted marketing effectiveness.
- Collaborated effectively across 3 departments, resulting in data-driven campaigns that boosted property sales by 15%

MCPHERSON University (NYSC)

SECRETARY TO THE DEAN OF STUDENT AFFAIRS

Seriki Sotayo, Ogun State.

November 2022 – November 2023

- Answered phones, took messages, and handled correspondence.
- Organizing appointments and maintaining diaries.
- Reports were typed, prepared, and compiled.
- Communicated with relevant organizations and clients.
- Worked as a receptionist and/or met and greeted customers.
- Workloads are prioritized.

Leadway Assurance

SALES EXECUTIVE

Mowe, Ogun State.

2016 – 2017

- To increase customer acquisition levels, leads were generated and appropriate solutions were provided to customers.
- Customers' needs were assessed, and assistance and product information were provided.
- Obtaining deposits and remaining balances from clients.
- Prepared weekly and monthly reports.
- Met or exceeded sales goals.

Divine Styles Studio

STUDIO AND AFFAIRS MANAGER

Redemption City, Ogun State

2015 – 2016

- Managed bookkeeping, sales, marketing, purchasing, training and hiring.
- Created innovating ways to increase sales.
- Technically proficient in camera equipment, film, lenses, filters, and lighting.
- Retouched images and color corrected to more closely match item to screen.
- Photographed fashion items for marketing and online sales.

ACADEMIC QUALIFICATION

McPherson University, Seriki Sotayo, Ogun State

Bachelor of Arts (B.A) in Religion and Peace Studies

October 2018 – July 2022

Grade: Second-Class upper Honors

Codar Tech Africa, Wemabod Estate Ikeja, Lagos State

Data Analytics

January 2024 – April 2024

Alx Africa

Virtual Assistant

September 2024 -November 2024

CORE SKILLS

- *Communication skills.*
- *Microsoft Office.*
- *Adaptability.*
- *Teamwork.*
- *Goal oriented.*
- *Problem solving.*
- *Time management.*
- *Good management skills.*

PROJECTS

EXCEL

SUPER STORE DATA:

- Analyzed data from a superstore. I explored specifics areas of the store.
- Visualized and quantified sales, inventory, customer behavior, the total profit and sales over the months, the total profit earned by category, the total sales by category.
- Identified any seasonal patterns or trends, top 5 sub-category by sales and also explored the distribution of sales and profits

POWER BI

CAR SALES DATA REPORT:

- Analyzed car sales using Power BI. created excellent interactive reports and visualizations which includes dashboards, insights related to car sales trends, regional performance, or customer preferences.

MYSQL

BANK DATABASE CREATION AND ANALYSIS:

- Created a bank database using MySQL.
- Design the schema, set up tables, and define relationships.
- Performed various kinds of analysis, such as transaction patterns, account balances, or loan approvals.

CERTIFICATIONS & AWARDS

- National Youth Service Corps (NYSC) Discharge Certificate - **October 2023**
- Global Leadership Summit - **May 2022**
- Certificate of Achievement - **May 2022**
- Certificate Of Commendation - **June 2022**
- Certificate of Meritorious Service - **June 2022**
- Certificate of Excellence - **June 2021**
- Certificate of Attendance - **June 2020**
- Certificate of Achievement - **June 2019**
- Most Promising Writer of the Year - **December 2019**
- Certificate of Recognition - **January 2015**
- Timber Entrepreneurial - **December 2015**
- Award of excellence, McPherson University Chapel of Praise - **2022**
- Outstanding Leadership Award, McPherson University Chapel of Praise – **2022**
- Impact Award, College of Humanities, Social and Management Science McPherson University - **2022**
- Excellence Award, College of Humanities Students ‘Association, McPherson University - **2021**
- Press Board Recognition Award 2019 Most Promising Writer - **2019**

REFERENCES

Rev. Frank Oluwadelemi

Foursquare Gospel Church
Adesan-Mowe, Ogun State
Tel: 08033341264

Mr. Ayotunde Eniola

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Chartered Institute of Directors, Nigeria.
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