

# OZIOMA EZEALA SMART TOCHUKWU

Lagos, Nigeria

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## OBJECTIVE

To enhance my professional skills, capabilities, and knowledge in an organization that recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

### Data Analyst

Cem Energy Limited, Lagos, Nigeria

Sept 2023 - Present

Identifying and reporting data issues, conducting detailed weekly reports, and actively participating in team meetings with managers.

Maintaining, collecting, analyzing, and interpreting large sets of data using professional statistical techniques.

Assisting in the analysis of large data sets, impacting the company's overall performance.

Developing and implementing new quantitative models to stabilize business and maximize efficiency.

Collaborating with colleagues to execute duties as assigned by managers.

### Data Entry Officer

Cem Energy Limited, Lagos, Nigeria

Aug 2017 - May 2018

Collated invoices, statements, reports, personal details, and documents from employees and clients.

Scanned information to identify pertinent data and corrected errors, optimizing swift and accurate data capturing.

Created accurate spreadsheets and ensured data was backed up properly.

Entered and updated information into relevant databases and informed relevant parties regarding errors.

Established a systematic archiving process, reducing document retrieval time from 15 minutes to 3 minutes for a team of 8 staff members.

## **EDUCATION**

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI, NIGERIA

B.Tech Mathematics

2018 - 2023

CENTRE FOR COMPUTER ENGINEERING (CCE), OWERRI, NIGERIA

Higher Technical Diploma in Business Computing

2015 - 2017

INSTITUTE OF DATA PROCESSING MANAGEMENT (IDPM), NIGERIA

National Diploma in Data Processing Management (NDPM)

2012 - 2014

TRINITY SECONDARY SCHOOL, IMO STATE, NIGERIA

WAEC O-Level

2011

## **SKILLS**

Data Analytics

Microsoft SQL

Microsoft Excel

Microsoft Power BI

Tableau

Project Risk Management

**CORE COMPETENCE**

Multi-tasking

Adaptive Skills