

PRECIOUS JOHN

Data Entry | Data Analysis

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PROFESSIONAL SUMMARY

Detail-oriented Data Entry and Records Management Professional with 2+ years of experience managing 250,000+ records across healthcare, fintech, and enterprise systems. Proven ability to maintain 98%+ data accuracy, process high-volume transactions, and ensure database integrity through systematic verification and reconciliation. Skilled in MS Excel, power BI, and database management with strong focus on documentation and error prevention.

Skills

- MS Office & Advanced Excel
- Data Entry & Database Management
- Accounting Software & Procedures
- Data Verification & Reconciliation
- Document Processing & Review
- Accuracy & Attention to Detail
- Client Communication & Professionalism
- Record Keeping & Documentation

KEY ACHIEVEMENTS

- ✓ Analyzed and visualized [250,000+ records](#) across employee surveys, customer satisfaction, and global incident datasets, producing actionable insights to support decision-making.
- ✓ Improved data quality by 25% through implementation of verification frameworks and cross-departmental collaboration on data collection processes
- ✓ Supported \$400K+ in account management through accurate CRM data entry, transaction recording, and operational reporting
- ✓ Designed and implemented an [automated workflow](#) using N8N + Telegram, reducing request triage and response time by 40%.

DATA & ANALYTICS PROJECT EXPERIENCE

Power BI Capstone Projects | Digitaley Drive (Bootcamp)

July 2025 - Jan 2026

Hands-on Data Analytics Training | Excel, SQL, Power BI | [GitHub Portfolio](#)

Data Quality & Validation

- Designed validation framework for 135,000+ records across employee surveys and customer feedback datasets, reducing data quality issues by 40%
- Established cleaning protocols and documentation enabling consistent processes across future data collection cycles
- Implemented 3-stage quality assurance: automated checks → manual review → statistical validation

Human Data Analysis & Insight Generation

- Analyzed 14,725 employee responses, identifying communication gaps as primary driver (67%) of dissatisfaction—informing targeted interventions
- Conducted behavioral segmentation across 120,000+ passenger records, isolating service quality as 3.2x more impactful than delays
- Delivered actionable recommendations prioritizing high-ROI improvements

Process Documentation & Stakeholder Communication

- Created data dictionaries, validation rule documentation, and quality metrics frameworks reusable across projects
- Built interactive dashboards translating complex analysis into executive-friendly insights, incorporating stakeholder feedback across iterations
- Coordinated with department leads to clarify data ambiguities and establish data collection best practices

Tools: Excel, Power BI, Power Query, DAX, SQL

Focus Areas: Data quality, transformation, validation, visualization, insight communication.

RELEVANT PROFESSIONAL EXPERIENCE

Account Manager, B2B Technology Solutions— INLAKS Limited (Lagos Nigeria)

Nov, 2023 – Present

FinTech & Enterprise Technology Provider supporting digital transformation for banks and enterprises across Africa.

- Processed and verified data entries across 50+ enterprise CRM accounts, ensuring 98%+ accuracy in transaction records, revenue tracking, and client documentation
- Reviewed and reconciled client usage reports and engagement metrics, identifying data inconsistencies and correcting errors to support operational decision-making
- Prepared organized spreadsheets and summary reports using Excel to document account activities, tracking \$400K+ in managed portfolios with complete accuracy.

Administrative Assistant

Kariden Specialist Hospital | Aug, 2023 – Nov, 2023

- Maintained 100% accuracy across patient records, operational databases, and departmental documentation through systematic data entry and verification processes
- Reviewed staff-submitted forms and reports for completeness and correctness before processing, ensuring compliance with hospital record-keeping standards
- Supported cross-departmental reporting by organizing and summarizing stored data entries into accessible reports for management review.

Content Writer & Digital Product Support

Kaytech Digital Solutions | Sept, 2022 – July, 2023

- Documented and updated digital product information, ensuring accuracy and consistency across user-facing materials and internal databases
- Processed incoming requests and digital submissions, categorizing and storing files according to established organizational protocols
- Collaborated with product teams to verify data accuracy and maintain organized records for feedback tracking and workflow documentation.

Portfolio Manager

BAOBAB Microfinance Bank | Jan, 2020 – Aug, 2022

- Recorded and tracked customer transactions, repayment data, and portfolio performance across 200+ accounts with zero discrepancies in monthly reconciliations
- Analyzed customer account data to identify errors, verify payment allocations, and prepare summary reports for management on portfolio health and recovery status
- Maintained accurate and organized customer records in banking databases, ensuring compliance with internal accounting procedures and audit requirements.

TOOL AND TECHNOLOGIES

- Excel (Pivot Tables, VLOOKUP, Data Validation)
- CRM Systems, Accounting Software
- Database Management Tools
- Microsoft Office Suite, Data Entry Systems

- Data Tracking & Reporting Tools

CERTIFICATIONS/ AWARDS

- Data Analysis – Digitaley Drive
- HP Life: Data Analytics
- Google Digital Marketing
- Most Creative Award (ITEACH Academy)
- Excel Proficiency Certification
- Data Analysis (ITEACH Academy)
- Jobberman Soft Skills
- National Youth Service Corps (NYSC) Leadership Award

EDUCATION

Bachelor of Science (B.Sc.) — Plant Science & Biotechnology

2019

University of Nigeria, Nsukka