

# OGECHI OFFORDILE

📍 Eket Akwa Ibom, Nigeria

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## EXECUTIVE SUMMARY

A data analyst with good project management skills, a strong attention to details, excellent communication, and analytical nature person. Achieving a perfect result in any organization by effective management of resources and time, creating solutions to problems and not my personal interests conflict with that of the organization.

## Core skills

- Positive attitude towards work and learning.
- Ability to work with team.
- Analytical.
- Competency in English language.
- Attention to Details.
- Microsoft Office Package Proficiency
- Python proficiency.
- Html knowledge.
- Adaptability.
- Active Listening.
- Data visualization.
- Positive attitude towards growth and development.
- Proven experience building excellent client relationships.

## Education and Certifications

**06/2018- 06/2021** Higher National Diploma (HND) in Taxation  
**Federal Polytechnic Nekede, Owerri**

**05/2015** National Diploma (ND) in Taxation  
**Federal Polytechnic Nekede, Owerri**

## Employment History

**01/02 - Till date** **Africinnovate, etek Akwaibom**  
**Position Held:** **Data Analysis internship**

- Gather API from Netflix data base, currency exchange data base e.t.c
- Sorted, cleaned, manipulated, analysed and visualized the Netflix data to a proper layman understanding using python and excel

**09/2021-05/2022** **SWAT continental Services LTD, Enugu**  
**Position Held:** **Accountant**

- Developed a budgeting system to monitor spending and ensure compliance with organizational goals.
- Developed and maintained an accurate and up-to-date accounting system that tracked expenses, revenues, and profits.

**01/2017 – 12/2017** **Umuchinemere pro credit micro-finance bank, Enugu**  
**Position Held:** **Cashier**

- Handling customers complain calmly and professionally, resolving customer issues in a timely manner.
- Learnt and followed all stores Policies and procedures, resulting in fewer mistakes and improved customer services.

## Internships and other Voluntary Experience

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07/2022 – 05/2023

Community primary school, Afaha, Eket, Akwa ibom

Position Held:

Class Tutor

- Collaborated with colleagues to develop and implement new approaches to teaching that improved students' performance.

07/2022 – 05/2023

National Drug Law Enforcement Agency (NDLEA), Eket, Akwaibom State

Position Held:

Volunteer

- Developed and implemented a successful NDLEA recruitment and registration strategy, resulting in a 95% decrease in drug abuse engagement in Eket.
- Developed a drug abuse sensitization program that increased the knowledge of the bad effects of harmful drug abuse by 95%

## Courses and Certifications

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04/23-05/23

Introduction to Cybersecurity  
Cisco Network Academy

02/23

Front End Web Development  
Africinovate

## Interests

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Traveling, Learning, Reading, Music

*References will be available upon request.*