Data Analyst/ Business Analyst

TAKUDZWA GUTSA

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Skills

- SQL (SQL Server, MySQL, PostgreSQL)
- Tableau
- Excel (VLookup, Conditional Formatting, Pivot Tables)
- Microsoft Power BI

Projects

WORLD LAYOFFS DATA CLEANING/SQL – Personal Project

- I cleaned the layoffs data set using SQL by removing duplicates, filtering incomplete rows, standardizing text fields, and validating numerical and date values to ensure data accuracy before analysis.

WORLD LAYOFFS EDA/SQL – Personal project

- I performed data exploration using SQL to understand the structure and trends in the global layoffs data set. This involved writing multiple queries to analyze the distribution of layoffs across time, industries, companies, and countries.
- **Skills Demonstrated:** SQL row_num and partition by, trim.

AIRBNB ANALYSIS/TABLEAU – Personal Project

- In this project, I designed an interactive Tableau dashboard to analyze Airbnb listings data with the goal of helping users understand market trends, pricing strategies, and availability patterns across different regions.
- The data set included information such as listing price, location (latitude/longitude), room type, number of reviews, availability, and host details. I performed data preparation in Excel and Tableau Prep to clean and structure the data.
- The dashboard provided actionable insights for both Airbnb hosts (to optimize pricing and availability) and travelers (to identify good-value listings in high-demand areas).

DATA PROFESSION SURVEY ANALYSIS/POWER BI – Personal Project

- The objective of this analysis was to derive actionable insights into the demographics, skill sets, compensation, tools, and job satisfaction of professionals working in data-related roles, including Data Analysts, Data Scientists, Data Engineers, and Business Intelligence Developers.
- This interactive Power BI dashboard presents key findings from the survey, offering a comprehensive view of the data profession landscape. The dashboard includes the following insights:

  -Respondent Distribution: Number of survey participants by country and job role.

  -Demographics: Average age of respondents by country and profession.

  -Work-Life Balance: Perceived work-life balance across countries and job roles.

  -Salary Satisfaction: Levels of satisfaction with compensation by region and profession.

- This dashboard allows users to explore global trends, benchmark roles and salaries, and uncover gaps in skills or compensation across different regions and professions within the data industry.

Work Experience

DENTAL RCM SPECIALIST – ZIMWORX, ZW · AUGUST 2020-SEPTEMBER 2025

Data Verification & Accuracy: Verified patient insurance data through multiple sources (web platforms, calls, faxes), ensuring 100% accuracy before claims processing.

Claims Data Processing & Tracking: Submitted and tracked large volumes of insurance claims, requiring structured tracking systems, workflow optimization, and data entry accuracy.

Financial Data Management: Performed detailed payment posting and reconciliation, managing payment records across various providers.

Accounts Receivable (AR) Analysis: Monitored outstanding balances and aging reports, prioritized follow-ups based on AR trends, and identified bottlenecks in payment cycles.

IT INTERN- FBC, ZW   JANUARY 2017 -DECEMBER 2017

- · **EFT and Networking**

- Worked with electronic funds transfer systems, gaining experience with real-time transaction data and understanding of secure data handling and network communication.

· **Technical Support**

-Developed troubleshooting and diagnostic skills

- Collaborated with teams to resolve system errors, potentially involving reporting tools or business applications, developing logical problem-solving and user-focused communication.

· **IT Operations Support**

-Involved in day-to-day system performance, possibly logging/reporting issues

-Supported backend IT operations, contributing to system stability and uptime·

Information Systems Support

- Provided support for information systems, gaining familiarity with data structures, user workflows, and possibly querying or managing structured data.

Education

BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS – Africa University – Zimbabwe   June 2023
MICROSOFT POWER BI CERTIFICATION
AWS CLOUD PRACTITIONER