

EGBOSIMBA CHINENYE

PROFILE Experienced and highly efficient secretary with a robust background working for numerous institutions over many years. Now transitioned into the tech industry as a Data Analyst, bringing a wealth of skills in data management, analysis and visualization, known for exceptional typing speed and accuracy, keen observational abilities and a meticulous approach to detail. A collaborative team player with a passion for research, problem-solving and brainstorming innovative solutions. Dedicated to leveraging strong analytical skills and a detail-oriented mindset to support data-driven decision-making and contribute to organizational success.

OBJECTIVE Seeking to leverage strong analytical skills, proficiency in data management and a commitment to accuracy to contribute to data-driven decision-making processes and support business objectives etc.

SKILLS AND ABILITIES

Data Analysis: Proficient in data collection, analysis and visualization. Skilled in using tools such as Excel, SQL, and data visualization software e.g. Tableau, Looker.

Typing Speed and Accuracy: Exceptional typing skills with a high level of speed and minimal errors, ensuring efficient data entry and documentation.

Attention to Detail: Highly observant and detail-oriented, ensuring accuracy and precision in all tasks, from data analysis to administrative duties.

Research Skills: Adept at conducting thorough research to gather and analyze information, supporting data-driven decision-making processes.

Team Collaboration: Strong team player with excellent interpersonal skills, fostering a collaborative work environment and contributing effectively to team projects.

Problem Solving: Enthusiastic about brainstorming and solving complex problems, utilizing analytical thinking and creativity to find effective solutions.

Organizational Skills: Proven ability to manage multiple tasks and priorities efficiently, maintaining high level of productivity, accuracy and organization.

Communication: Strong written and verbal communication skills, essential for document findings, creating reports, and conveying information clearly to stakeholders.

EXPERIENCE

TYPIST, CYPUN PRINTING AND PUBLISHING COMPANY

2011

My team and I were able to rejuvenate and revitalize the company which was closed for some years, within a few months by enhancing the quality of services, reintroducing the company back in market and securing new clients, also we strengthened relationships with our new clients which led to an expanded customer base and long-term contracts.

SECRETARY, RAYMOND COLLEGE ENUGU

2013

I was able to render efficient administrative service to this institution which constantly earned me commendations from the Proprietor and teachers alike for exceptional performance, reliability and attention to details by ensuring smooth and organized daily operations, efficiently managing communication between staff, students and parents, ensuring timely and accurate dissemination of information, efficient record keeping, multitasking and prioritization.

SECRETARY / COMPUTER INSTRUCTOR, GIL ON-LINE COMPUTER INSTITUTE, ENUGU

2016

I discharged my duties as a secretary and computer instructor effectively by successfully managing office operations including scheduling appointments, maintaining records which resulted in improved office efficiency and productivity. I also operated and maintained various computer systems and software applications including word processing, spreadsheets and database management which enhanced the overall functionality and reliability of the company's IT infrastructure.

SECRETARY, EBENEZER ANGLICAN CHURCH INDEPENDENCE LAYOUT, ENUGU

2016-2019

I efficiently and effectively discharged my duties managing communications, scheduling events and maintaining records, providing support to clergy and staff by preparing the bulletins and other materials, earned the trust of church leadership through reliable and dedicated service (resulting in a decision to retain me despite organizational transfers, highlighting the value I brought to the position), maintaining a high level of confidentiality and professionalism in handling sensitive information which improved the efficiency and effectiveness of church operations.

DATA ANALYST, NEW RED OIL REPACKAGING COMPANY

2024

My team and I designed surveys to gather comprehensive data from customers and market segments, collaborated with various departments to understand data requirements and ensure the collection of relevant information, implemented data cleaning processes to ensure accuracy like – removing duplicates, correcting errors and handling missing values to prepare the data for analysis, we also used Excel and SQL for data processing and validation.

We performed detailed statistical analysis to uncover trends and draw insights from the data, used data visualization tools like Tableau and looker to present findings in a very understandable manner, worked closely with team members from marketing, sales and production to align data analysis with business goals which are product improvement, customer targeting and market expansion.

We then prepared comprehensive, clear and concise reports and presentations to communicate analysis results to stakeholders and monitored key performance indicators (KPIs) to track the success of implemented strategies and make necessary adjustments.

All these led to the company’s increased customer satisfaction and rise in sales.

DATA ANALYST, ONYEIJE MOTORS ROAD TRANSPORT COMPANY
2024

My team and I carried out both online and offline surveys to gather relevant data from passengers, drivers and stakeholders, then we implemented rigorous data cleaning protocols like addressing missing values, correcting inconsistencies in the datasets etc. to ensure data quality and integrity.

We then utilized some software tools like Excel and SQL to query and process the data. We conducted an in-depth statistical analysis to identify patterns and draw insights from the collected and cleaned data, used visualization tool like Tableau and Looker to create clear and informative visual reports and we provided actionable and informed recommendations based on data insights.

We participated in team meetings, working closely with the members of operations and customer service to ensure data analysis aligned with company objectives. Then, we prepared detailed, clear and concise reports and presentations to communicate analysis results to management and stakeholders.

EDUCATION

HOUSING ESTATE PRIMARY SCHOOL – ENUGU – FIRST SCHOOL LEAVING CERTIFICATE
1998 - 2002

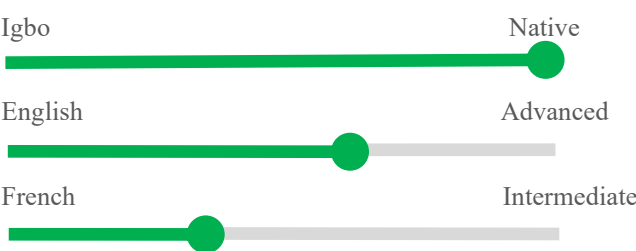
QUEENS’ SCHOOL ENUGU – ENUGU – WEST AFRICAN EXAMINATION COUNCIL (WAEC) CERTIFICATE
2003 - 2009

DOMA COMPUTER INSTITUTE – ENUGU – CERTIFICATION IN COMPUTER APPRECIATION
2010

UNIVERSITY OF NIGERIA, NSUKKA – ENUGU – BSC. COMBINED BIOLOGICAL SCIENCES
2018 - 2020

IGBO TECH CITY HUB – ENUGU – CERTIFCATION IN DATA ANALYTICS
2024

LANGUAGES



PASSIONS

- Giving back to my community
 - Developing my team into Data Analysts of international standard
 - Reading and singing
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FAVORITE QUOTE

You can never beat the person who never gives up.

-Anonymous

REFERENCE

REV. CAN. DR. O. C OBIKOYE

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