Tongai Zinaka

Entry-level Business and Data Analyst

Highly motivated and results-oriented recent Computer Science graduate eager to launch a data analyst career. Proficient in Power BI, SQL, and Python, with a strong foundation in data cleaning, preprocessing, and visualisation. Proficient in programming languages such as Python and SQL. Strong attention to detail and ability to work collaboratively in team settings.

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📍 Chiredzi, Zimbabwe

🔗 linkedin.com/in/tongai-zinaka

Ⓢ Tongai Zinaka

SKILLS

Microsoft Power BI

SQL Python

Microsoft Excel R

Data Cleaning and Preprocessing

Data Visualization and Modeling

Dax Teamwork

Problem Solving

LANGUAGES

English
Native or Bilingual Proficiency

Shona
Full Professional Proficiency

Japanese
Elementary Proficiency

INTERESTS

Basketball

Football Travelling

Gaming

Music Production

EDUCATION

Bachelor's of Science in Computer Science
University of the People

07/2022 - 01/2025   *Pasedena CA, USA*

Courses

□ Databases   □ Statistics
□ Python   □ Data Mining and Machine Learning
□ Information Retrieval   □ Data Structures

WORK EXPERIENCE

Remote Data Analyst (Volunteer)
Guardian's Embrace

05/2025 - Present   *San Diego, USA*
Non-profit Organization

Achievements/Tasks

□ Designed and built the non-profit's first end-to-end financial data reporting system, creating interactive Power BI dashboards to provide leadership with real-time visibility into donations, expenses, and investment flows.

□ Engineered and managed the complete automated data pipeline, integrating Zeffy (donations) and Relay Bank (expenses via Plaid API) with Google Sheets using Zapier and Pipedream. This has eliminated 100% of manual data entry and ensures data integrity.

□ Architected a secure, multi-file data warehouse in Google Sheets, separating sensitive donor and financial data into distinct files. Created a unified master reporting ledger using advanced formulas (QUERY, IMPORTRANGE, LET) to provide role-based, "need-to-know" access for stakeholders.

□ Took on IT administration responsibilities to support the data infrastructure, including setting up and managing the organisation's Google Workspace. Established a central IT service account to own all data assets, created user accounts, and enforced security best practices like MFA.

□ Utilised ClickUp for end-to-end project management, creating detailed process flowcharts, managing the system migration timeline, and documenting the new data architecture.

Contact : Maxwell Bedley - maxwell@guardiansembrace.org

CERTIFICATES

Microsoft Certified: Power Bi Data Analyst Associate (11/2022 - Present)

Network and Application Security (06/2024)

IGCSE Cambridge Advanced Level (11/2018)

IGCSE Cambridge Ordinary Level (11/2015)

International Computer's Driving License (06/2013)

ACHIEVEMENTS

Deputy Head Boy of South Eastern College (01/2018 - 11/2018)

Captained Midlands Provincial Basketball Team (03/2015)

Captained Midlands Provincial Hockey Team (07/2015)