

UMORU TELVIN OGHENEPKARO BOR



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Gbagada, Lagos State,
Nigeria.

PROFESSIONAL SUMMARY

Versatile and results-oriented professional with extensive experience in Data Analysis, Logistics Management, and Team Leadership. Proven track record of driving operational efficiency, optimizing supply chain processes, and delivering exceptional results in diverse industries. Skilled in problem-solving, communication, and project coordination. Adept at leveraging technology and analytical tools to drive decision-making and process improvement. Committed to continuous learning and collaboration to achieve organizational goals.

SKILLS

- Data Analysis
- Logistics Management
- Market Trend Analysis
- Customer Behavior Analysis
- SQL & Database Management
- Project Coordination
- Software Proficiency (Python Programming, Logistics and Data Analysis Tools e.g Tableau, Power Bi, SQL, Power Point MS Office Packages, etc)
- Inventory Management
- Financial Data Analysis
- Business Planning
- Statistical Analysis
- Problem-Solving
- Effective Communication
- Quality Control
- Administrative Support
- Interdisciplinary Collaboration
- Supply Chain Optimization
- Risk Management
- Decision-Making & Critical Thinking
- Time Management

EDUCATION

Federal College of Fisheries & Marine Technology

Victoria Island, Lagos, Nigeria. • 2019

WORK HISTORY

LubeQuest Executive/Financial Assistant

Lagos, Nigeria. • 09/2024 - Present

- Maintained financial databases and prepared monthly reports for senior management.
- Assisted the finance team with accounts payable/receivable, invoicing, and expense tracking, ensuring accuracy and timeliness.
- Acted as the primary point of contact for internal and external stakeholders, ensuring effective communication.
- Supported budget preparation and monitored expenditures to align with financial goals.
- Provided comprehensive administrative support to the CEO, including calendar management, travel arrangements, and meeting coordination.

Xedla Pay - Data Analyst Intern

Lagos, Nigeria. • 04/2024 - 07/2024

- Analyzed and interpreted complex datasets from transaction records, providing actionable insights to optimize payment processing and reduce transaction failures.
- Assisted in the creation of predictive models to forecast transaction volumes and detect potential fraud, enhancing the security and reliability of payment services.
- Collaborated with cross-functional teams to automate data collection processes, reducing manual effort and improving the accuracy of data reporting.
- Conducted thorough market and customer behavior analysis to identify trends, enabling the marketing team to target campaigns more effectively.
- Presented data findings to management and stakeholders, delivering clear and concise reports that supported data-driven decision-making.
- Worked closely with senior analysts to develop and refine algorithms for improving the efficiency and speed of payment processing services.

Higher National Diploma:
Maritime Transport & Business
Management

**Federal College of Fisheries &
Marine Technology**
Victoria Island, Lagos, Nigeria. •
2015

National Diploma:
Maritime Technology
Management

CERTIFICATIONS

- **Diploma in Data Analysis:**
Pluralcode Academy- 2024.
- **UK HSE Level 1, 2, 3 and
PM.**
- **NDLEA Certificate of Merit.**
- **NYSC Discharge Certificate.**

Leads Link Logistics - Supervisor/Data Analyst

Warri, Delta State, Nigeria. • 03/2022 - 12/2023

- Developed and implemented data-driven strategies to improve supply chain management, resulting in a 20% increase in on-time deliveries.
- Utilized statistical analysis and predictive modeling techniques to identify trends, forecast demand, and streamline inventory management processes.
- Led a team of data analysts in gathering, analyzing, and interpreting logistics data to optimize operational efficiency and reduce costs by 15%.
- Collaborated with cross-functional teams to design and implement customized reporting tools and dashboards, enhancing decision-making capabilities.
- Conducted regular performance evaluations and provided training and support to team members, resulting in a 25% improvement in data accuracy and efficiency.
- Presented findings and recommendations to senior management, driving continuous improvement initiatives and achieving measurable results

**Ogbe Secondary School (NYSC) - Physical Health
Education Teacher**

Effurun, Delta State, Nigeria. • 11/2020 - 11/2021

- Developed and implemented engaging lesson plans and physical education curriculum tailored to students' needs and abilities, resulting in improved participation and fitness levels.
- Organized and facilitated extracurricular sports activities, including inter-school competitions and recreational events, promoting teamwork and sportsmanship.
- Implemented assessment strategies to track student progress and achievement, resulting in a 20% increase in overall fitness levels among students.
- Collaborated with colleagues and school administration to organize health awareness programs and promote physical education initiatives within the school community.
- Received recognition from school administration and peers for dedication, creativity, and commitment to student development.

Skylight Nigeria Enterprises - Logistics Assistant

Effurun, Delta State, Nigeria. • 06/2015 - 02/2016

- Provided administrative support to the logistics department, including data entry, document preparation, and communication with vendors and suppliers.
- Assisted in the coordination of daily logistics operations, including inventory management, transportation scheduling, and order fulfillment, ensuring timely delivery of goods to customers.

- Conducted quality checks and inspections on incoming and outgoing shipments to verify accuracy and compliance with company standards.
- Assisted in the implementation of process improvements and cost-saving initiatives, resulting in a 10% reduction in logistics expenses.
- Collaborated with team members to resolve logistical issues and address customer inquiries, ensuring high levels of customer satisfaction and retention.

REFEREES

- *Available on Request.*