

Raheem Sherifdeen Akinyemi

4, Akinwale Street, Eleyele, Ibadan, Oyo, Nigeria | +234 816 368 2021 | raheemakinyemi@gmail.com

Professional Summary

I have experience working with data, reports, and records, along with a background in customer service and business support. Over time, I've developed skills in Excel, Power BI, and SQL, which I've used to prepare reports, track trends, and keep information accurate. I've also worked directly with customers and teams, learning how to solve problems, keep records organised, and improve services. I'm interested in roles in where I can use both my technical skills and people skills to support decisions and keep operations running smoothly.

Education

B.Sc. Biochemistry — University of Ilorin, Nigeria

Nov 2018 – Oct 2023

Certifications

Business Analytics with Excel – Simplilearn (2024)

Data Analyst – IBM (2025)

Experience

Intern — Data & Business Support

Jos Metropolitan Development Board (JMDB), Plateau State, Nigeria | May 2024 – April 2025

- Helped prepare internal reports by collecting and organising financial and community data.
- Spoke with homeowners to encourage registration, which led to higher revenue for the agency.
- Assisted with compliance checks and record-keeping for better accuracy and accountability.

Customer Relations & Business Intern

Ricchezzah Shoe Brands, Oyo State, Nigeria | July 2017 – Oct 2023

- Worked directly with customers, answering questions and improving their experience.
- Managed the company's social media pages and shared updates that brought in more sales.
- Helped track sales and kept business records organised for easier reporting.

SIWES Intern — Public Health Laboratory

Ministry of Health, Kwara State, Nigeria | Nov 2021 – May 2022

- Entered and updated patient records, making them easier to access and more reliable.
- Helped prepare reports and upload information to official databases.
- Took part in awareness programmes that encouraged better health practices in the community.

Volunteering & Community Service

Member — Peer Educational Training, Jos, Plateau State

- Helped distribute food and supplies to orphanages.
- Took part in tree planting activities to promote environmental sustainability.

Skills

Data handling with Excel, Power BI, and SQL

Record keeping and reporting

Business support and documentation

Customer service and client relations

Teamwork and collaboration

Clear communication

Problem-solving in practical settings