KIMBERLY ANN ADJEI

Data Analyst

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PROFESSIONAL SUMMARY

Detail-oriented Data Analyst graduate proficient in Python, SQL,Tableau and Power BI, with a proven ability to transform complex data into clear, actionable insights for diverse stakeholders. My background in logistics ensures a unique operational perspective, honing my skills in meticulous data management (like tracking shipments via IFS), stringent quality checks, and cross-functional collaboration. I am eager to leverage my technical expertise and strong analytical foundation to drive data-informed decisions and optimize business processes.

TECH STACK

Languages: Python, SQL
Libraries: Pandas, NumPy
Data visualization: Advanced MS. Excel, Power Bi, Tableau
Statistical methods, data mining techniques and VLOOKUP experience. Data cleaning, wrangling, and preprocessing.
Soft skills: Teamwork, Orientation to Details, Business Communication, Growth Mindset, Persistence, Personal Responsibility and Future Orientation.

WORK EXPERIENCE

DATA ANALYST BOOTCAMP GRADUATE,
Generation, Ghana.
August – November 2025.
- Gained the ability to effectively gather requirements and continuously engage with stakeholders to determine the most effective approach and refine data analysis outputs.
- Efficiently managed and prioritized multiple data requests to optimize workflow and output quality.
- Produced clear and impactful data visualizations and reports that communicated complex data insights effectively to both technical and non-technical stakeholders.
- Continuously identified and learnt new tools and opportunities and proactively implemented improvements in data processes through automation and effective use of analytical tools.
- Applied foundational technical skills to adjust and improve AI outputs, ensuring accuracy, context alignment and effectiveness in project outcomes.
- Implemented a responsible and ethical use of AI in compliance with data privacy, intellectual property and company regulations while maintaining efficiency.

LOGISTICS ASSISTANT,
Yinson Production West Africa Limited, Ghana.
November 2022 – October 2024.
- Managed receipt, inspection, and documentation of all incoming purchase order shipments for FPSO JAK using the IFS application.
- Organized and stored operational equipment (mechanical, electrical, spares) in warehouses and prepared items (packing, sealing) for load-out in CCUs.
- Coordinated and executed load-out and backload operations at Takoradi Port with various logistics partners and port authorities.
- Prepared and managed all shipping documentation, including cargo manifests, transport orders, waybills, and DHL exports for accountability.
- Supported cross-functional teams by assisting the HSE department with CCU inspections, the admin office with invoice processing, and maintenance with warehouse housekeeping.

- Engaged in port operations and logistics for maintenance shutdown activities and special transport via chopper.

KEY ACCOMPLISHMENTS

I successfully optimized critical workflows by effectively managing and prioritizing multiple requests, which enhanced both data and logistics operations. Furthermore, I ensured seamless project execution and maintained 100% accountability through meticulous documentation and proactive coordination with cross-functional teams and external partners.

EDUCATION & CERTIFICATIONS

DATA ANALYSIS PROGRAM
Generation, Ghana.
November, 2025.

DATA ANALYTICS JOB SIMULATION ON FORAGE
Deloitte, Australia.
October, 2025.

BSc. PETROCHEMICAL ENGINEERING
Kwame Nkrumah University of Science & Technology, Ghana.
September, 2022.

PROJECTS

Power BI Project - Coffee Shop Sales Performance
Generation, Ghana – October, 2025.
Created an interactive Power BI dashboard that analyzed coffee shop sales data to uncover key trends and highlight the impact of promotions, and provide actionable business recommendations through clear, data-driven storytelling.

Tableau Project - Daikibo Factory Telemetry Analysis (Machine Breakdown Dashboard)
Deloitte, Australia (Virtual Job Simulation) – October,2025.
Created a visualization and analyzed one month of machine telemetry data from Daikibo's four international factories to identify where breakdowns occurred most frequently and which machines were most prone to failure, and provide recommendations to the client.

PORTFOLIO

[Link: https://adjeikimberly1-ops.github.io/adjeikimberly1.github.io/]

REFERENCES

Provided upon requests in compliance with data protection and regulation.