Ana Conceição

D A T A   A N A L Y S T

About me

I'm an entry-level Data Analyst with a professional background in Sales Performance Analysis in Excel. My passion for learning new things and self-motivation has shaped me into a self-driven and curious person. I have a strong understanding of SQL, Power Bi, and Python. I'm currently employed as a VBA Developer at HN Services.

Qualifications

- *Microsoft Excel*
- *Microsoft Access*
- *Microsoft Power BI*
- *SQL*
- *Python*
- *Microsoft Azure*

Certifications

- *06/2022: Microsoft Certified: Azure Data Fundamentals*
- *06/2022: Microsoft Certified: Azure Fundamentals*
- *04/2022: MS Power BI for Business Intelligence*
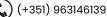- *02/2022: Scrum Fundamentals Certified (SFC)*

Languages

- *Portuguese*
- *English*

Contact Info

Porto

(+351) 963146139

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Work Experience Summary

VBA Developer

HN Services Portugal | 03/2022 - presente

- *Maintaining Microsoft Access developed applications up-to-date and bug-free*
- *Deployment of VBA code and feature improvements.*

Sales Analyst

NOS SGPS | 03/2020 - 03/2022

- *Analyzed, collected, cleaned, and organized data in Microsoft Excel and Access*
- *Based on the analysis of collected data, I developed strategies to increase sales*
- *Built, designed, and presented sales performance reports to the Department Director*
- *Managed budget to assess actual results and set realistic goals.*

Helpdesk

NOS SGPS | 01/2018 - 02/2020

- *Assisted the sales teams with commercial support*
- *Provided solutions to problems and identified the best solutions for each situation.*

Client Support

NOS SGPS | 01/2017 - 01/2018

- *Clarified clients' questions and requests, providing the most effective solution available*
- *Identified client needs and suggested appropriate services to improve the client's experience*

Education

Full Stack Web Developer

Talenter Academy | may 2022

Social Communication Degree

Escola Superior de Educação de Viseu | julho 2014