

BASSEY OKON BOCO

Phone: 08063111696 | Email: brownsugar81.bb@gmail.com | Location: Uyo, Akwa Ibom, Nigeria

Professional Summary

Results-driven professional with over 10 years of experience in documentation management and civil service, transitioning into data analytics. Skilled in data analysis, reporting, and visualization using tools like Power BI, Excel, and SQL. Proven ability to optimize processes, enhance reporting systems, and deliver actionable insights for decision-making.

Core Skills

- Data Analytics & Visualization (Power BI, Excel)
- SQL & Data Management
- Documentation & Records Management
- Dashboard Creation & Reporting
- Process Optimization
- Problem-Solving & Communication

Professional Experience

Documentation Officer – Civil Service (10+ Years)

- Managed and maintained critical documentation and records for over a decade with 100% compliance.
- Designed and implemented streamlined documentation processes, reducing retrieval time by 30%.
- Collaborated across departments to ensure efficient document workflows and data accuracy.
- Transitioned into data analytics projects to improve reporting and data-driven decisions.

Education

B.Sc. in Geology – University of Calabar

Certifications

- Data Analytics Certification

Hobbies

Reading tech and business blogs, Exploring new data visualization tools