

Promise Korie

Data Analyst

✉ cepestine@gmail.com **in** www.linkedin.com/in/cepestine 📍 Lagos, Nigeria.

SUMMARY

A solution-minded analyst with expertise at increasing operational output by assessing operations, creating forecasts and managing change. Highly skilled in planning, monitoring and evaluation, forecasting and problem solving. Organized and clear communicator with record of success in analytical and critical thinking, eager to leverage big data to interpret bottlenecks, reducing operating costs, improving performance and driving growth.

EXPERIENCE

Inventory and Production Planning Analyst 2022 - Present
Flour Mills of Nigeria Pic. Lagos, Nigeria

Analyze business processes, identify problems, and propose solutions to reduce in operating costs. Develop daily, weekly and monthly production plans, KPI reports and dashboards to support daily operations and increase in revenue. Work with stakeholders to understand business requirements and build strong relationships to increase customer satisfaction.

- Act as a gatekeeper ensuring the adherence of business processes to SOPs and reduction in errors.
- Champion the use of data and standardized reports to increase efficiency.
- Support the Business Controller in all revenue-related and analytical to increase revenue.

Data Analyst 2019 - 2022
Flour Mills of Nigeria Pic. Lagos, Nigeria

Manipulated and digested high volumes of data, conducted statistical analysis, and created reports for management resulting in a 15% increase in efficiency. Developed and implemented data quality processes, resulting in a 10% reduction in errors. Worked with cross-functional teams to automate data processes, resulting in a 20% increase in productivity.

- Developed and maintained daily, weekly and monthly reports and dashboards, resulting in a 15% increase in revenue.
- Conducted data mining and statistical analysis resulting in a 30% increase in efficiency.
- Identified data inconsistencies and implemented data quality processes, resulting in a 10% reduction in errors.

ACHIEVEMENTS

Process Improvement

Increased efficiency by automating several manual tasks, leading to significant improvement in accuracy and reliability in target allocation, reducing the risk of errors and inconsistencies.

Cost Reduction

Developed and executed cost-saving initiatives that resulted in a 10% reduction in departmental expenses.

PROJECTS

- Production Planner and Reporting
- Retail Store Manager
- Product Performance Analysis
- Sales Analysis plus Dashboard
- Personal Finance Manager
- Road Accident Analysis
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TECHNOLOGIES

- Advanced Excel (VBA)
- Power BI
- Qlikview
- Microsoft AX Dynamics
- SQL
- Python
- JavaScript
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SKILLS


- Data Analysis
- Communication
- Multi-tasking
- Business analysis
- Problem Solving
- Dynamic graphs and Reports
- KPI dashboard development
- Operational Efficiency
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EDUCATION

- **BSc Mathematics and Computer Sc. (in view)**
National Open University of Nigeria
Lagos, Nigeria.
- **OND – Electrical Electronics Engr. (2011 - 2014)**
Ogun State Institute of Technology
Ogun, Nigeria.


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 +234-8036380932

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COVER LETTER

Dear Sir/Ma,

As a data professional, I am excited and privileged to have found this opportunity of being a data analyst in a meaningful industry and a passionate company. My qualifications and experience as a continuous follower of the science and analytics field align with the practical and technical skills that you seek. My achievements in subjects that develop communication, data analysis, and visualization abilities constitute my capabilities in the field. I am certain that I have what you need and would become a beneficial extension to the company.

I just love the whole process of gathering and interpreting data from a variety of sources to help the organization improve the quality of sales and enhance the customer experience. I would love to automate internal and external reports, creating executive-level dashboards, and presenting information to help executives and others understand the operational impact of the data.

I would be thrilled to work at a meaningful organization like yours where my work would be highly beneficial to the organization. Please refer to my attached resume for additional information regarding my proficiencies and achievements. I am positive that I am the best fit for this job, and would like to request an interview to follow up on my background and expertise. Given an opportunity, I can assure you that I would be a loyal and valuable employee over the years to come.

Thank you for your time and consideration.

Yours sincerely,
Promise Korie.