DAVID OCHOLI
DATA ANALYST

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PROFESSIONAL SUMMARY

Detail-oriented Data Analyst with experience in leveraging data to support executive decision-making, streamline operations, and drive organizational performance. Skilled in Excel and AI-powered analytics tools to visualize trends, analyze key metrics, and develop actionable insights. Proven ability to manage large datasets, automate reports, and communicate complex information to non-technical stakeholders. Currently expanding skillset in SQL, Power BI and cloud-based data platforms.

PROFESSIONAL EXPERIENCE

Junior Data Analyst   November 2024 – Present
DEE's Consult Services – Remote

- Built automated Excel dashboards to track client sales, customer behavior, and marketing KPIs, reducing manual reporting time by 60%.
- Conducted financial data analysis for small businesses, highlighting areas of revenue leakage and suggesting cost-saving measures.
- Designed dynamic charts and pivot tables to visualize project performance and campaign ROI.
- Leveraged AI tools such as ChatGPT for data cleaning logic and Copilot for visualization recommendations.
- Collaborated with senior data analyst and clients to interpret trends and prepare monthly executive-ready insights.

Manager, Technical Services   July 2023 – Present
Chartered Institute of Forensics (CIFCFIN), Abuja

- Led the design and management of the Institute's membership database using Excel, tracking over 6,543+ members across cohorts and programs.
- Developed dynamic Excel dashboards and reports for executive review, highlighting trends in membership growth, regional distribution, and training performance.
- Automated weekly and monthly reporting templates with advanced formulas, pivot tables, and chart visualizations.
- Provided data-driven insights to improve training programs, engagement strategies, and resource allocation.
- Coordinated project delivery using Trello, while leveraging AI tools such as ChatGPT for visual storytelling and executive presentation design.
- Supervised website and e-learning data reporting using backend analytics to measure engagement and course uptake.

Head, Technology & Innovation Development   November 2022 – July 2023
Machine and Equipment Corporation Group (MECA GROUP), Abuja

- Led analysis of tractor usage datasets (500+ assets) across 6 LGAs, using Excel to track performance metrics such as fuel consumption, maintenance frequency, and utilization rates.
- Designed dashboards to visualize asset performance and flag underperforming zones for operational review.
- Collaborated with HR to build and maintain candidate recruitment databases, ranking applicants using structured scoring systems and recommending top profiles to clients.
- Introduced Excel templates and dashboards to track employee training progress and departmental KPIs.
- Used ATS software and proctoring tools for resume screening and visualization to streamline HR decision-making for key hires.

PROJECTS

📊 International Brewery Sales Analysis & Dashboard

Analyzed three years (2017–2019) of beer and malt sales across five African countries using Microsoft Excel. Delivered insights on regional performance, brand preference, and growth opportunities through interactive dashboards and charts.

📈 CCI Mararaba Membership Bio-Data Dashboard

Cleaned and structured membership records for CCI Mararaba, developing a demographic dashboard highlighting age distribution, engagement levels, and tenure. Insights enabled targeted outreach and informed strategic decisions by campus leadership.

EDUCATION

- **M.Sc., Computer & Information Technology** – National Open University of Nigeria (NOUN)   **|In View|**
- **B. Tech., Mathematics** – Federal University of Technology, Minna   **|2021|**
- **Diploma in Business Administration** – Tekedia Institute, Boston, USA   **|2021|**

CERTIFICATIONS & ONLINE COURSES

- **Business Data Analysis Certification** – *Tech4Africa Bootcamp*   **|In view|**
- **Data Analyst Professional Certificate [Excel, SQL, Power BI]** – *IBM*   **|In view|**
- **Prompt Engineering with ChatGPT** – *Coursera*   **|In view|**
- **Leadership and International Organisational Behaviour** – *University of Bocconi*   **|2025|**
- **Technical Support Fundamentals** – *Google Digital Skill Academy*   **|2023|**
- **Foundation on Project Management** - *Google Digital Skill Academy.*   **|2022|**

SKILLS

- **Data Analysis & Visualization:** Spreadsheets (Microsoft Excel, Google Sheets), Power BI (Learning), SQL (Learning)
- **AI Tools:** ChatGPT, Deepseek, Gemini, Perplexity Copilot, Excel Copilot
- **Project Tools:** Trello, Asana, Google Workspace, Notion
- **Other:** Data Cleaning, Dashboards, Pivot Tables, Data-Driven Decision Making
- **Soft Skills:** Communication, Leadership, Problem Solving, Critical Thinking, Active Listening, Mentoring
- **Business & Strategic Skills:** Stakeholder Engagement, Business Development, Report Writing, Organizational Management