In other to solve the problem

I attacked it by first suggested solution manually following the steps below  
  
- I created S3 bucket and I created a folder inside the S3 bucket named excel\_data which stand as the source

-I created another S3 bucket and created a folder inside the S3 bucket called destination   
  
- I uploaded excel and csv file in my source folder

- I downloaded the file I uploaded in my source folder, and I compressed it

-The compressed data was later uploaded to destination folder that I created.  
  
### Automating my process using Lambda  
  
- Created Lambda function manually  
  
- Added policy to Get object from s3 source folder and policy to put object in my destination folder

- Set trigger using event Bridge to run lambda function every one hour

- Get csv files from s3 bucket, source folder

-Put it in S3 bucket, destination folder and zip the file