# Elisha Oyeleye

## Personal Assistant | Data Analyst

Passionate and driven professional with a proven track record in administration, personal assistance, and data analysis. Eager to bring my expertise to a dynamic team that values and harnesses my skills to achieve collective success, contributing significantly to organizational profitability. Ready to embark on new challenges and make a meaningful impact.

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## EDUCATION

### Data Analysis
Innkeeper Academy

*07/2023 - 10/2023*                                   *Lagos, Nigeria*

*Courses*

- Excel
- Phyton
- Power BI
- SQL

### Agricultural Administration
Federal University of Agriculture Abeokuta

*01/2012 - 01/2021*          *Abeokuta, Ogun State, Nigeria*

## WORK EXPERIENCE

### Computer Teacher
Community Grammar School Iwo-Road (NYSC)

*07/2021 - 04/2022*          *Ibadan, Oyo State, Nigeria*

*Secondary School*

*Achievements/Tasks*

- Tailor teaching approach to individual student levels.
- Promoting patience and fostering critical thinking.
- Integrate practical classes at all levels.

### Content Creator
Xp capital

*12/2019 - 01/2021*          *Abeokuta, Ogun State, Nigeria*

*Invesment*

*Achievements/Tasks*

- Created engaging graphics, effectively conveying the organization's message.
- Managed Instagram account, curating brand-aligned content.
- Attracted and captivated followers through strategic posting.

### Personal Assistant
POWERTOUCH INNOVATION

*11/2017 - 10/2019*          *Abeokuta, Ogun State, Nigeria*

*Achievements/Tasks*

- Assisted in organizing important meetings and handling office duties.
- Successfully organized a training program for over 200 participants aspiring On-Air Personalities in Abeokuta, Nigeria.
- Managing schedules and calendars, organized meetings and appointments.

## SKILLS

Microsoft (Word, Excel &PPT) · SQL · PowerBI · Phyton · Time Management · Adaptability · Critical Thinking · Communication · Problem Solving · Attention to Details

## PROJECTS

**Sales Analysis (09/2023)**

- In my MeriSKILL data analytics internship, I used exploration tools to unveil sales growth patterns, identify top-selling products like AAA Batteries, and recommended strategies, including dynamic pricing during peak hours and optimizing inventory for revenue growth and expansion into high-revenue cities.

**Navigating Unemployment in Lagos Nigeria (10/2023)**

- Effectively tackled unemployment in Lagos, Nigeria using data-driven analysis with tools such as data extraction, cleaning, and visualization, revealing a 48.31% unemployment rate, demographic insights, and recommending strategic interventions like education and entrepreneurship promotion for lasting solutions.

## CERTIFICATES

**SSCE (09/2004 - 06/2010)**

**B.Agric (09/2012 - 01/2021)**
*Agriculture Administration*

**National Youth Service Corps(NYSC) (05/2022)**

**Web Development With HTML and CSS for Beginners (08/2023)**
*Certificate number AC-3757-26098084*

**Data Analysis (10/2023)**

**MeriSKILL internship certificate (10/2023)**