JOSEPH NWANI W.

DATA ANALYST/SOFTWARE
ENGINEER/VIRTUAL
ASSISTANT/PYTHON DEV

josephnwanijr@gmail.com
+2349034679466

Work Experience

DATA ENTRY
EGOAYAAZOKU GR ENTERPRISES.
IBADAN NIGERIA
NOVEMBER 2023 - PRESENT
Duties and responsibilities:

- **Data Input and Maintenance;** *transferring data from different sources, such as spreadsheets, web forms, and paper documents, into databases or other systems.*
- **Data Verification and Validation;** locating and fixing disparities or inconsistencies by cross-referencing data to make sure it is accurate and error-free and by comparing data to source documents to validate its accuracy.
- **Data Management and Organisation;** arranging and handling data in a methodical, structured manner. ensuring that data is properly categorised and stored in accordance with organisational standards.
- **Report Generation and Documentation;** Using the data that has been entered, creating reports or summaries; working with other departments to deliver data reports and insights as needed. Inform customers of new services available

Digital Marketing / Marketing Analyst
Pride Group Dubai -- Zebacus Token
NOVEMBER 2022- SEPTEMBER 2023
Duties and responsibilities :

- *Gather information from a range of digital marketing platforms, such as social media, websites, email campaigns, paid search engine optimisation (PPC), and SEO results.*
- Analyse marketing tactics, noting achievements, room for development, and future expansion prospects.
- Utilise data analysis insights to improve current and next initiatives for improved outcomes.
- Investigate market circumstances, industry trends, and competitors' marketing strategies.
- Choose which high-value keywords to concentrate on while doing SEO and search engine marketing (SEM) campaigns.

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Work Experience

DATA ENTRY FOR SOCIAL MEDIA PLATFORMS
CHINA CRYPTO PROJECT
INTERNATIONAL CITY DUBAI
APRIL 2022-NOVEMBER 2022
Duties and responsibilities:

- *Planning and Publishing Content Add text, photos, and videos to social media sites (Facebook, Instagram, Twitter) or directly into social media scheduling tools like Hootsuite or Buffer. Make sure that postings have the appropriate formatting (links, mentions, hashtags, etc.) for each platform.*
- To increase visibility, find and add relevant hashtags and keywords to postings. Posts with relevant user or partner tags will get more attention and engagement.
- Utilise social media analytics tools to gather data on likes, shares, comments, impressions, engagement rate, and follower growth.
- Add performance analytics for individual posts, advertisements, or social media campaigns to databases.
- Keep up-to-date with industry knowledge as the competitive posture of the company.
- Inform customers of new services available
- Performing administrative duties
- Booking appointments for sales representatives to visit potential customers

OPERATIONAL MANAGER
OXL MEDIA HOUSE
MAY 2020 - *MARCH 2022*
Duties and responsibilities :

- Develop and put into action plans to boost content creation, match corporate objectives, and increase operational effectiveness.
- Together with the finance teams, create operating budgets to ensure efficient use of resources.
- In charge of hiring, developing, and supervising operational staff, which includes administrative, technical, and production teams.
- Make sure deadlines are fulfilled by supervising the production schedules for multimedia projects, television shows, print publications, and internet material.
- Make sure media production tools (such as editing software, CMS platforms, and broadcast equipment) are operational and up to date by collaborating with IT and technical teams.

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Education History

Professional Diploma in Data Analytics
Institution: ForteSoft NIIT
Year of Graduation: March 2022

BSc.
Institution: Lead City University
Year of Graduation: November 2018

High school diploma
Institution: Immaculate Model College
Year of Exam: 2016

Relevant Skills

- Ability to effectively plan, assign priorities and supervise.
- Versatile, team player with ability to build and sustain relationship results.
- Strong, effective and clear Communication skills (verbal, listening, writing).
- Able to conduct effective review of project requirements and deliverables.
- Ability to prepare and conduct effective presentation.
- Computer skills (MS Word, Excel).

Tech Skills

- Html
- CSS
- Java script
- Fire base
- Python
- MSSQL
- Linux Dev
- Digital Marketing
- SalesForce Administrator
- Advance Excel for Data Analysis

Web Links

- https://github.com/joebuggy561/
- https://josephn.pythonanywhere.com/
- https://rentals-temp.onrender.com