

Kafui Atadika



PROFESSIONAL EXPERIENCE

District of Columbia Government

Data Analyst | Jan 2018 – June 2025

- Prepared and presented comprehensive reports for KPI updates, and monthly Navman Report; perform analysis of metrics on internal support tickets
- Interpret and process student data by utilizing Excel and Tableau to ensure high level reporting to upper-level management staff
- Created dashboards, visual presentations, and reports, through Power BI while adhering to the best practices of data visualization
- Leveraged query languages such as T-SQL, scripting languages like DAX, Power Query and Python to conduct insightful quantitative and qualitative analyses
- Employed a suite of tools including Excel, SQL, Python and specialized analytics software for the manipulation and analysis of data
- Involved with collection and compilation of data from diverse sources, guaranteeing accuracy and comprehensiveness.
- Cleaned and pro-processed data to be used for reporting, analysis, addressing any discrepancies, performed exploratory data analysis to uncover trends, patterns and anomalies.
- Generated regular and ad-hoc reports to provide insights into key performance indicators and relevant business metrics

First Data - Hagerstown, Maryland

Business Service Manager/Data Analyst | Feb 2014 - Jul 2017

- Generated reports on virtual servers using vRealize Operations; initiated ad hoc reports to determine physical or virtual servers using HP Server Automation
- Fulfilled documentation on all assigned systems and databases, including business rules, logic, and processes
- Prepared ad-hoc business reports and, conducted comprehensive analysis with written summaries providing recommendations to senior executives
- Performed Vulnerability Management and Incident Management to identify risks to data security regarding the confidentiality, integrity and availability of business information
- Administered comprehensive Asset Commissioning including generating cost analysis report on decommissioning servers and applications factoring in the cost of software licensing and maintenance cost
- Completed End of Life Management including analysis and generation of report for End of Life operating systems
- Analyzed and tracked patching projects, patching schedules and deliverables, prepared and reported findings to the team and upper management.
- Administered collaborative effort with other project team members to develop alternative solutions, processes, interfaces, controls and outputs
- Developed metrics and compiled data for Patching Report, Alarm Report, Escalation Report, Status Report and Compliance Report using Microsoft Excel and PowerPoint and internal data sources

Cloudburst Consulting Group - Landover, Maryland

Financial Analyst | Nov 2012 - Dec 2013

- Served as the key resource for all financial management operations, including operational compliance, revenue recognition, financial reporting, budgeting, forecasting, and project and staff management
- Cultivated relationships with key business leaders to guide and influence decision-making within a limited scope
- Performed comprehensive financial analysis (burn rate analysis), developed monthly budget and accomplished quarterly actual variance analysis for all forecast changes
- Evaluated performance and productivity levels of employees, analyzed consultants, and subcontractor labor in support of monthly financial projections
- Accomplished consistent compliance with purchase requests, subcontract agreement and task assignments by promptly and accurately processing all invoices from vendors



PROFESSIONAL PROFILE

I have a strong resonance with fulfilling work requirements in accordance with the established policies, procedures and safety measures. I am a highly reliable and experienced professional with a superb record of sound project management.

Strongly adept at handling multiple projects simultaneously and bringing them to completion in a timely and cost-effective manner.

Expert at developing budgets, managing vendor paperwork, following contract guidelines, assessing potential risks, and delivering project forecasts.



CONTACT ME

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EDUCATION

University of North Texas, Denton, TX

B. Sc. in Accounting | 2001 – 2005



CERTIFICATIONS

Pending PL-300 Certification
(Power BI Analyst Certification)

MTA: Database Fundamentals
(Feb 2021-Feb 2022)

AZ – 900 Azure Fundamental
(Dec 2020 – Dec 2021)



CORE SKILLS

- Strong verbal & written communication skills, and ability to concisely convey technical messages
- Excellent organizational, communication, and time management skills,
- Ability to set and perform with general direction
- Ability to work effectively across a multinational organization
- Excellent written and oral communications skills
- Meticulous, with strong attention to detail
- Consistent demonstration of tact, discretion and good judgment
- Result-Oriented with track record of successful project completion



TECHNICAL SKILLS

- Power BI – Report generation, analysis, data preparation
- Tableau, MS SQL, CA Service Desk Manager, HP Server Automation
- Advanced in MS Excel (Pivot Table, Pivot Chart Vlookup, Dashboards), MS Word and PowerPoint,
- MS Project (Project Setup, Resource Allocation and Report Generation).
- Intermediate in MS Access
- Accounting systems: Deltek CostPoint (6 years), Cognos Impromptu and GCS Premier (1 year)

Digital Management Incorporated - Bethesda, Maryland

Financial Analyst/Project Control Analyst | Dec 2011 – Mar 2012

- Developed comprehensive budget forecast models by analyzing key indicators, increasing accuracy of short- and long-term earnings estimates
- Processed financial reports evaluating completed projects, identifying current trends and evaluating variances
- Ensured exceptional client care, by actively collaborating with clients and internal business partners
- Generated and tracked purchase requests and related paperwork for vendors in support of projects.
- Approved invoices from vendors ensuring accuracy and compliance with the purchase request and subcontract agreement

General Dynamics Robotics Systems - Westminster, Maryland

Project Control Analyst | May 2011 - Oct 2011

- Devised and implemented policies and procedures for project management cost controls, project performance reports, and business process analysis
- Executed a complete excel template to evaluate rates changes including overhead cost, material handling cost, administrative expenses and total fee for year ending 2009 and 2010
- Briefed weekly and monthly status reports on retroactive billing for year ending 2009 and 2010 to stakeholders
- Researched on over-funded and over-ceiled projects and billed accurate retainage fees on projects
- Utilized Billing Modules in Deltek CostPoint: Calc Billing, Calc Retroactive Billing, Edit Billing, Print Billing and Post Billing
- Validated amounts billed against cost of current invoices and project status reports at current period (Reconciliation stage)

Wyle Information System - Nation Oceanic Atmospheric Administration Contract Public Trust Position

Project Control Specialist | Nov 2006 – Oct 2010

- Accomplished complex projects by formulating budget plans, staffing requests, contract set-ups and schedules
- Developed and maintained budget and cost reports, earned value analysis, and resource planning and allocation
- Completed and presented Project Report Summaries (PSRs), Labor Costs (employee/consultant/ subcontract) and Other Direct Costs (ODCs)
- Prepared invoices, including format and rates per client requirements, timing, review process, and plan for follow-up on any past due accounts receivable

Computer Sciences Corporation - Internal Revenue Service Contract – MBI Clearance - Lanham, Maryland

Billing Accountant | Nov 2005 - Dec 2006

- Pursued and fulfilled complex projects by researching latest accounting requirements/information; organizing/summarizing data; presenting recommendations
- Effectively accomplished month-end operations along with costing and billing reports
- Released bills for government contracts and commercial clients- CPFF (Cost Plus Fixed Fee), FFP (Fixed Firm Price and T&M (Time and Material) contracts
- Prepared comprehensive and accurate project reports by utilizing Costpoint and Impromptu project accounting systems
- Liaised with project control on internal audit of employee, project labor and ODC costs in accordance with company and familiar with FAR (Federal Acquisition Regulations and CAS {Cost Accounting Standards})