**Na-Hawa Moru Naan**

**Data Analyst**

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**PROFESSIONAL SUMMARY**

Data Analyst with a strong foundation in data analysis, data integrity, procurement, and customer service. Skilled in Python, SQL, and Tableau to interpret complex datasets, with a proven record of ensuring data accuracy in sales and inventory systems to improve reliability for analysis. Demonstrated ability to leverage data to drive revenue growth by analyzing customer behavior and recommending data-backed solutions and Passionate about leveraging analytical thinking and technical tools to deliver actionable insights that drive organizational growth. A strong team player eager to contribute analytical expertise to achieve impactful results.

**TECH STACK**

**Languages**: Python, SQL

**Libraries**: Pandas, NumPy

**Data visualization**: Advanced MS. Excel, Power Bi

Statistical methods, data mining techniques and VLOOKUP experience. Data cleaning, wrangling, and preprocessing.

**Soft skills:** Analytical thinking, Communication, Teamwork, Leadership, Critical thinking, Attention to detail and a Fast learner

**WORK EXPERIENCE**

DATA ANALYST BOOTCAMP GRADUATE,

Generation, Ghana.

August - November 2025

* Created and presented data visualizations using Tableau and Power BI resulting in better presentation skills and a deeper understanding of data storytelling
* Demonstrated strong teamwork and problem-solving skills through group projects resulting in successful project completion and achievement of team goals
* Developed confidence in presenting complex data insights to stakeholders, leading to enhanced communication skills and increased self-assurance in professional settings
* Thrived in high-pressure environments, collaborating with individuals from various backgrounds, fostering a cooperative and productive work environment even in challenging situations.

ACCOUNTANT AND STOCKS MANAGER

Eleventh Planet

July 2022-Feb 2023.

* Designed and created financial reports in Excel, presenting insights to senior management for informed decision-making.
* Monitored and improved stock management systems by analyzing market trends and optimizing inventory levels.
* Managed accounts payable and receivable, reconciling financial discrepancies to ensure accurate financial records.
* Assisted in enhancing accuracy and efficiency of stock replenishment processes.

NATIONAL SERVICE PERSON

Social Security and National Insurance Trust (SSNIT), Accra.

Nov 2021 – Aug 2022

* Supported record management by receiving, cross-checking, and filing documents to ensure compliance and data integrity.
* Executed precise data entry operations contributing to reliable organizational databases.
* Supported the records management team in organizing and archiving files, improving document retrieval times and supporting efficient audit processes.
* Identified and rectified inconsistencies in existing records through careful cross-referencing, enhancing the overall quality and reliability of the organization's data.

MOBILE BANKER

Afro-Arab Microfinance Company, Accra

Aug 2016 – Aug 2017

* Marketed financial products, opened accounts, and facilitated loan processing, directly enhancing customer experience.
* Conducted needs assessments with clients using financial tools, which supported tailored banking solutions.
* Built and maintained strong, trusting relationships with a diverse client portfolio, demonstrating strong interpersonal skills and a customer-centric approach.

EDUCATION & CERTIFICATIONS

**Data Analysis Program**

Generation Ghana,

November 2025

**Certified Data Protection Officer**

One Million Coder Program- Data Protection

May 2025

**Learning Data Analytics: Foundation**

LinkedIn Learning

July 2023

**Bachelor of Commerce (Procurement & Supply Chain Management)**

University of Cape Coast, Ghana

December, 2021

**PROJECTS**

GENERATION

**Title: Power BI Project**

Created a visual report using Power BI desktop and created a dashboard using Power BI Service.

**Title: Accountant and Stock Manager**

Analyzed financial records to generate insights for the growth of the company. Cleaned and analyzed the data for insights using Microsoft Excel.

**PORTFOLIO**

[Insert link to in-class portfolio]

**REFERENCES**

Available upon request in Compliance with Data Protection Regulation.