

ONYINYECHI MIRIAM NWACHUKWU

Data Analyst | Virtual Assistant

+2347061150098 | nneomabest@gmail.com

Imo State. Nigeria

SKILLS

Typing Skills 50 WPM | Excellent Communication Skills | Team Work | Problem Solving | Computer Literacy | Organisation | MS Office Suite | Google Tools | Excel Sheet | Power BI

EXPERIENCE

Data Entry Specialist (Freelance)

Enterprise Development Centre. Lagos State. (2023- Present)

- Transfer data of over 300 participants from paper format into Google or Excel sheets
- Organize and update records of every participant
- Obtain incomplete information for data accuracy and completeness

Data Entry Clerk

Federal Teaching Hospital Multipurpose Co-operative Society. Ekiti State. (2012 – 2013)

- Developed, updated and managed customer database using Excel sheet software.
- Processed customer orders and loan applications, including payment, logs, and credit deductions.
- Compiled financial information for monthly reports, payments and savings.

Data Entry Specialist

Taraba Board of Internal Revenue. Jalingo, Taraba State. (2016 – 2017)

- Fast data input of taxpayers' invoices into the prescribed database tool using MS Excel, MS Word
 - Performed regular backups and updates to ensure data is safe and preserved
 - Maintained data entry quality levels to support the productivity and efficiency of the team
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EDUCATIONAL QUALIFICATIONS

Higher National Diploma (2011 – 2016)

Cooperative Economics and Management, Federal Polytechnic Nekede. Imo state

Post Graduate Diploma: Economics (2018- 2023): Nnamdi Azikiwe University, Awka.

VOLUNTEER EXPERIENCE WITH DATES

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| • Ikechukwu Obiakor Foundation – Data Entry Specialist | 2024 |
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CERTIFICATION

Data Analytics	
Digital Skilling and Employment Project (DSEP)	2023