**LATIFAT AYUBA, CIHRM**

Lagos State, Nigeria.

[latifatayuba41@gmail.com](mailto:latifatayuba41@gmail.com) | [GitHub](https://github.com/pretty33-eng) | [LinkedIn](http://www.linkedin.com/in/latifatayuba)

**PROFILE SUMMARY**

Highly driven business school graduate seeking a full-time position where I can apply my analytics skills to contribute to the organizational growth and profitability.

# EDUCATION

**B.sc Business Administration** **2018-2022**

**KwaraState University**

# PROFESSIONAL EXPERIENCE

**Utica Capital – Graduate Intern August-November 2024**

* Organizing and maintaining both physical and digital files.
* Updating records and ensuring all documents are accurately labelled and easy to retrieve.
* Welcoming visitors and directing them to the right members.
* Maintained a clean and organized Office front area, ensuring a conducive environment for clients.
* Conducted detailed research to gather information on specific organizations including their Board of Trustees and management teams.
* Compiled and presented findings to support decision making and strategic plannings.

**ASSOCIATION OF ADVERTISING AGENCIES IN NIGERIA – 2023-2024**

**Administrative Assistant**

* Answered and transferred calls efficiently, ensuring smooth communication flow

**KATOLAN GROCERIES ENTERPRISE 2019 - 2020**

**Sales Associate**

* Managed day-to day sales and customer interaction, promoting products and ensuring customer satisfaction.
* Handled inventory management by purchasing goods from suppliers and distributors and overseeing Product delivery to the enterprise.

**TECHNICAL SKILLS**

Time Management | Communication skills | Client Relationship Management | Power BI | Python| SQL| EXCEL |Organizational skills

**PROJECT EXPERIENCE**

**SALES REPORT*-* U.S.Bureau of *Census and Sales Reports to cover key sales trends and insight***

* Data Extraction & Transformation
* Data Modelling
* Dax calculation & Calculation
* Dashboard Visualization

# CERTIFICATION

Deloitte Australia Data Analytics Job Simulation on ForageFebruary 2025

* Completed a Deloitte job simulation involving data analysis and forensic technology
* Created a data dashboard using Tableau
* Used excel to classify data and draw business conclusions

[**https://forage-uploads-prod.s3.amazonaws.com/completion**](https://forage-uploads-prod.s3.amazonaws.com/completion)

**-** HIIT Project Management Professional (PMP) - November 2024

- Project Management Professional- December 2024

[**https://www.credly.com/badges/de3829fb-8f09-4f4a-887b-a8b1b4acbd08/public\_url**](https://www.credly.com/badges/de3829fb-8f09-4f4a-887b-a8b1b4acbd08/public_url)

# PROFESSION CERTIFICATION QUALIFICATION

* Graduate, Chartered Institute of Human Resources and Strategic Management**- July 2024**

# 

# VOLUNTEERING ACTIVITIES

* Served as the contact person for over 30+ Participant and created a memorable experience for all participant