

## KEHINDE ALAWODE

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**CAREER OBJECTIVE:** A data entry specialist and analyst professional with a year experience in managing data sourcing, entry, analysis and visualisation and presently works as a data entry specialist for an EdTech company in Lagos, Nigeria assisting in data aggregation, compiling and inputting academic records data from various publicly available sources into database ensuring high standard of data accuracy. Her experience spans from data sourcing from private and public sources, data entry into database and data analysing with the use of data analysis tools. She is a goal getter and loves to work with data to draw valuable insights.

## WORK EXPERIENCE

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### AKOWE BUSINESS INTEGRATED SOLUTION Onsite- Lagos, Nigeria

#### *Data Entry Specialist*

*Jan 2024- Till Date*

- Increased data entry and records by 70% using Microsoft Excel.
- Managed company's database and conducted regular audits to identify and correct discrepancies, maintaining an up-to-date and reliable database.
- Created comprehensive documentation of sources and methods, enhancing transparency and traceability.
- Prepared and updated project progress reports, contributing to efficient project management.
- Leading the data team to ensure data management and hit the target number.

## VOLUNTEER EXPERIENCE

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### DAUGHTER ARISE NETWORK (NGO) Lagos, Nigeria

#### *Chief Administrative Officer*

*May 2021-till date*

- Maintained meticulous records of 250+ members, ensuring data accuracy and integrity.
- Coordinated both virtual and in-person meetings, prepared agendas, captured minutes resulting in 50% increased meeting efficiency.
- Assisted in organizing and promoting transformative events, contributing to a 50% growth in organization size.
- Engaged in major outreach initiatives, leading to a 50% increase in community engagement.

- Engaged and managed member’s feedback on the group page.

## EXTRA CURRICULAR ACTIVITIES

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### Accenture North America Data Analytics and Visualization

#### Job Simulation on Forage

January 2025

- Completed a simulation focused on advising a hypothetical social media client as a Data Analyst at Accenture
- Cleaned, modeled and analyzed 7 datasets to uncover insights into content trends to inform strategic decisions
- Prepared a PowerPoint deck and video presentation to communicate key insights for the client and internal stakeholders.

## EDUCATIONAL BACKGROUND

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### B.sc. Urban and Regional Planning

2019

- Second Class Honours, Upper Division  
Obafemi Awolowo University, Ile Ife, Osun State

(2014–2018)

## CERTIFICATIONS

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Data Analytic Training - Incubator Hub	2024
Foundation in ISO/IEC 29100:2024 - PRIVACY FRAMEWORK	2024
Data Entry Specialist Training – Acccountinghub	2023
Jobberman Soft Skills Training	2020

## SKILLS

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Data Research, Data Entry, Data Analytics, Visualization and Interpretation (Excel, SQL, PowerBI), Community Management, Administrative Management.

**NATIONALITY:** Nigeria