

ANITA KAZZAH

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CAREER OBJECTIVE

Detailed-oriented and analytical Data Analyst with a strong background in statistical analysis, data visualization, and problem-solving. Seeking to leverage expertise in data interpretation and advanced data tools to drive informed business decisions and optimize operational efficiency in a dynamic organization. Passionate about translating complex data sets into actionable insights to support strategic initiatives and enhance data driven decision-making processes.

SKILLS AND EXPERTISE

- Possess strong Communication and administrative skills, including organization, scheduling, record keeping, and managing multiple tasks simultaneously.
- Demonstrated leadership and staff development skills.
- Proficient in analysing large datasets to extract meaningful insights and ability to identify trends, patterns, and correlations in data.
- Proficient in basic financial skills, including budgeting, forecasting, and financial reporting.
- Experience with statistical software like SAS, SPSS.
- Expertise in creating compelling visual representations of data using tools like Power BI, SQL, and Excel.
- Ability to convey complex data insights in an understandable format for stakeholders.
- Proficient in SQL for querying and managing databases
- Experience with relational databases like MySQL, and PostgreSQL databases.
- Skilled in data wrangling, cleaning, and preprocessing to ensure data quality and accuracy.

EDUCATIONAL BACKGROUND AND QUALIFICATIONS

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| • MSc. Environmental Management: Nigeria Defence Academy, Kaduna State | <i>in view</i> |
| • BSc. Geography: Kaduna State University, Kaduna State | 2017 |

WORK EXPERIENCE

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| Agent supervisor (Sales Representative): Palm Pay limited | 2021-2023 |
| <ul style="list-style-type: none">• Recruiting, training and managing a team of sales agents to meet the company's sales targets.• Developing and implementing sales strategies that align with the company's goals and objectives.• Building and maintaining relationships with clients and partners to drive sales growth.• Conducting market research and analyse trends to identify new sales opportunities.• Monitoring and evaluating the performance of the sales team and provide feedback to improve their effectiveness.• Preparing and presenting regular reports on the sales performance of the team. | |
| Teacher (NYSC): Government Science Secondary School, Social/Management Science, Lokoja | 2018-2019 |
| <ul style="list-style-type: none">• Prepared and delivered Geography lessons to students in accordance with the curriculum.• Developed lesson plans and instructional materials to support effective teaching and learning.• Conducted assessments and evaluate the progress of students in Geography.• Provided individualized support to students who require additional assistance in understanding Geography concepts.• Created a positive and engaging learning environment for students.• Collaborated with other teachers and staff to support the overall development of students. | |

PROFESSIONAL COURSES AND CERTIFICATES

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| • Giani Academy for Skills Acquisition
(School of Manufacturing and Business Management) Industry Technology | 2018 |
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- **Discharge Certificate:** National Youth Service Corps (NYSC) 2019
- **Diploma Certificate in Computer:** Fine Grape Systems & Consult 2019
- **Leaders Quarters Certification:** Energize Leadership Development Hub (LDH) 2021
- **Jobberman Certificate:** Jobberman Accelerated Soft Skills Trainings 2022
- **Certified Data Analyst:** HIIT Computer Centre FCT Abuja 2024
- **Certified Data Analyst:** Arewa Ladies4Tech 2024
- **Moving and Handling for HealthCare Workers Level 1:** LA PLAGE META VERSE 2024
- **Health and Safety Level 1:** LA PLAGE META VERSE 2024

VOLUNTEERING EXPERIENCE

- **Volunteer:** Lift Humanity Foundation 2022 till date
- **Ad hoc Staff (NYSC):** Independence National Electorate Commission (INEC) 2019
- **Financial Secretary-** NEMA (National Emergency Management Agency). 2018 - 2019
- **Financial Secretary:** Nigeria Christian Corpers Fellowship Kogi State. 2018 - 2019

RELEVANT PROJECTS

Superstore Sales Report

- Help the client to the know the total sales, profit they make monthly, quarterly and yearly (sales trend) by using power BI to create visually engaging dashboard.
- Excel was used to clean, pre-process and explore the dataset
- Segmented customers base on order priority and purchasing behaviours

Adventure Works Sales Report

- Track overall sales revenue and profit margins
- Analyse sales performance across different regions to identify high-performing areas
- Understand customer base through demographics such as age, gender and location
- Track the number of order and return rates.
- Power BI was used to create visually engaging dashboard.

RELEVANT SKILLS

- Business Acumen • Attention to Detail
- Data Collection and Data Entry • Data Analysis
- Collaboration and Teamwork • Research for continuous growth
- Leadership Skill
- Project Management
- Good communication skill

REFERENCES

Kenneth Banenchet John

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Isah Shuaibu

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