**HUHAIMATU GARIBA**

**Location:** Accra, Ghana

[Email](mailto:huhaimatug@gmail.com)**|+233 (0)541409615** | [LinkedIn](http://www.linkedin.com/in/huhaimatu-gariba)

 | [GitHub](https://github.com/haimarash13) | [Portfolio Website](https://haimarash13.github.io/haimarash2024.github.io/)

**SKILLS**

**Technical Skills:** Power BI | Microsoft Excel | Tableau | Data Cleaning | Data Visualization | Python |

**EDUCATION**

**University of Cape Coast**  **August 2016 - July 2020**

Bachelor of Commerce in Accounting

**WORK EXPERIENCE**

[**Fri-Frans Group Limited**](https://frifransgroup.com/) **September 2023- Present**

**Human Resource/Administrative Officer**

* Implemented a data management system, achieving data accuracy and reducing update time by 40%.
* Analyzed communication patterns and streamlined email protocols, cutting response time by 40%.
* Acted as a liaison between employees and management, resolving issues using data insights.

[**Aya Data**](https://www.ayadata.ai/) **August 2023 - September 2023**

**Data Annotation Specialist**

* Classified and labeled 5,000+ images, enhancing accuracy by 25%.
* Annotated 100+ videos using polygons and bounding boxes, improving object tracking performance by 30%.
* Conducted sentiment analysis on 1,000+ text samples, contributing to a 20% increase in model sentiment accuracy.
* Utilized online data visualization tools to present annotation results, enabling stakeholders to better understand model performance and areas for improvement.

[**Challenges Ghana**](https://www.thechallengesgroup.com/challenges-ghana) **–** [**Faivich Enterprise**](https://faivichworld.com/) **February 2023 - June 2023**

**Junior Finance Associate**

* Developed a transaction recording system, reducing errors by 30%, which improved financial accuracy and streamlined auditing processes.
* Created a fixed asset register for 200+ items, ensuring accurate tracking and reducing asset loss by 20%.
* Established financial checks, improving control effectiveness by 25%, which led to better budget management and resource allocation.

**CERTIFICATION**

[CODEVIXENS 20DAYSOFDATA CHALLENGE](https://drive.google.com/file/d/1i2r8h-x0rxVD0fCelqahZSL613kmA5H3/view?usp=drive_link) **December 2023 – January 2024**