ANYA IJEOMA LORRETTA

Data Analyst

+2348167005933 ◇ Email ◇ **Lagos State, Nigeria** ◇ LinkedIn ◇ **Open to Remote** ◇ Project Portfolio

TECHNICAL SKILLS

Programming Language - SQL, Python, HTML, CSS.

Data Analytics & Visualization Tools - Excel, Power BI, Matplotlib, Seaborne.

Transport/Logistics ERP - Simple Application.

Other Skills – Front-End Development, Strategic Thinking, Attention to Details, Data Visualization, Project Management, Excellent Communication Skills, Time Management, Statistical Analysis, Creative Problem-Solving, Team Player.

EDUCATIONAL PROFILE

Higher National Diploma in Department of Mathematics/Statistics, Akanu Ibiam federal Polytechnic Unwana, Nigeria.	Dec`08 – Sept`10 (Distinction)
National Diploma in Department of Mathematics/Statistics, Akanu Ibiam federal Polytechnic Unwana, Nigeria.	Oct`11 – Sept`13 (Distinction)

CERTIFICATION

Introduction to Data Science - Cisco Networking Academy	Aug`24
Career Essentials in Data Analysis - Microsoft & LinkedIn	Aug`24
English for IT 1 - Cisco Networking Academy	Aug`24
Monday - Complete Guide to Effective Project Management – Udemy	Jul`24
Critical Thinking Skills for Managers – Udemy	Jun`24
MySQL Complete Bootcamp from Basics to Advanced – Udemy	May`24
Data Visualization and Warehousing (101) – Udemy	May`24
Excel Files with Python – Udemy	May`24
Cybersecurity Fundamentals – The Women's Techsters, Tech4Dev	Apr`24
Data Analysis - CWW Tech Africa	Dec`23
Responsive Web Development – SheCodes	Sept`23
Web Development – SheCodes	Jun`23
Introduction to Coding – SheCodes	Mar`23
Basic Desktop Publishing, Microsoft Office - LilyVine Technology	Mar`11

AWARDS

Best Staff - GUO Transport Company	Jan`23
Best Departmental Higher National Diploma Graduand Award (HND)	Sept`13
Best Departmental Ordinary National Diploma Graduand Award (OND)	Sept`10

WORK EXPERIENCE

Fleet Maintenance Officer   Dec`22 – Date

GUO Transport Company   Lagos, Nigeria

- Collaborated with the Senior Data Analyst to identify essential fleet maintenance metrics and key performance indicators (KPIs). These insights were then used to create impactful visuals, effectively highlighting maintenance needs and minimizing downtime and repair costs.
- Evaluate cost-saving opportunities based on historical data including mileage, maintenance records, fuel consumption, and vehicle performance.
- Collaborate with project managers to investigate areas for improvement in fleet productivity and generating data-driven reports for relevant decision-makers.
- Interface with drivers daily to understand the nature of repairs and ensure detailed documentation of maintenance inspection reports.
- Supports the issuance of repair invoices which is mandatory for cost appropriation in the ERP posting.

Data Entry officer   Mar`21 – Nov`22

GUO Transport Company   Lagos, Nigeria

- Accurately input data from various sources into digital databases using Simple Applications (ERP).
- Validate and review data for errors, inconsistencies, and completeness.
- Collaborate with cross-functional teams to improve data entry processes by suggesting enhancements based on my analysis of data quality and efficiency.

Customer Experience Agent/Admin Secretary   Jan`20 – Mar`21

Kole Best International School   Lagos, Nigeria

- Engage with customers via phone, email, social media, or chat applications and provide timely and effective solutions.
- Collect and analyze customer feedback related to product ranges, new releases, and overall experience.
- Prepare concise reports summarizing key findings from customer interactions and administrative tasks.

Accounts Officer   Oct`15 – Dec`19

Pencil Film Television Institute (PEFTI)   Lagos, Nigeria

- Accurately input students' financial data into Peachtree accounting software
- Maintain and process students' financial transactions, ensuring completeness and compliance.
- Regularly reconcile accounts to identify discrepancies.

PROJECT PORTFOLIO

Data Analysis: ijeoma-anya.com

Front-End Development: ijeoma-portfolio.com

GitHub: https://github.com/LiaBfab