**ELIZABETH TIMILEYIN ALADEJOBI**

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**PROFILE**

I am a highly skilled and experienced Data Analyst with expertise in collecting, processing, and analyzing large datasets. Throughout my career, I have demonstrated a strong proficiency in data manipulation, visualization, and interpretation, enabling businesses to make data-driven decisions. My expertise extends to various industries, including finance, marketing, healthcare, and technology. I am well-versed in a wide range of data analysis tools and programming languages, allowing me to derive valuable insights and actionable recommendations from complex data sets. With comprehensive educational and professional background, poised to next level of career development and attainment of corporate goals.

**EDUCATION**

PGD Statistics. (In-View) - University Of Abuja, Abuja **2022-2023**

HND Statistics. (Upper Credit) - Yaba College of Technology, Lagos **2018– 2021**

OND Statistics. (Upper Credit) - Moshood Abiola Polytechnic, Lagos **2015–2017**

**SKILLS & EXPERTISE**

**Professional Skills**: Proficient in IBM, SPSS Package, R Programming, Python Programming, Power BI, SQL, Minitab, PowerPoint, Microsoft Excel, Research, Microsoft word, Business Intelligence, Technical Computer software, communication and people management, experience with version control systems such as Git .

**Communication & Presentation**: Excellent written and verbal communication skills in English language, Charismatic communicator in speech and in writing, Build lasting relationships with peers and customers, providing possible solutions, displaying humor, helpfulness, cheerfulness, and cultural sensitivity.

**Key Strengths**: Intelligent and loyal team member, readily listening to others, ability to work independently and as part of a team, strong analytical and problem-solving skills, acknowledging peer accomplishment, and contributing to positive and productive work environments and team morale, Swiftly learn and apply new work methods, procedures, and policies.

**WORK EXPERIENCE**

**Business Development Manager**

**Axa Mansard Insurance Plc Jan 2023**

* Pursuing leads and moving them through the sales circle
* Developing quotes and proposal for prospective clients
* Setting goals for the business development team and developing strategies to meet the goals
* Research business or economic trends and recommend viable new growth strategies.

**Administrative Officer**

**Concept One Medical Center – 2021 – 2022**

* Analyzed data related to administrative costs and spending trends to prepare budget for personnel.
* Set priorities and problem-solved workflow issues to maintain rapport with customers and managers.
* Prepared reports to assist business leaders with key decision making and strategic operational planning.
* Produced monthly reports using advanced Excel spreadsheet functions.
* Developed and updated spreadsheets and databases to track, analyze, and report on performance and sales data.
* Negotiated contracts with vendors and suppliers for office supplies, equipment and services.

**Data analyst**

**Federal Neuro - Psychiatrist Hospital -2021**

* Extracted and interpreted data patterns to translate findings into actionable outcomes and predict the future.
* Collaborated with business-unit leaders to identity and prioritize problems.
* Analyzed data to identify root cause of problems and recommend corrective actions.
* Created and managed effective action plans in response to audit discoveries, and compliance violations.

**Assistant Store Manager of Operations,**

**Lighthouse Enterprise Limited -2017 – 2021**

* Managed workload and task demand between corporate guidelines and staff abilities.
* Communicated issues and challenges to corporate leadership, providing possible solution.
* Kept records of customer interactions, processed customer accounts and filed documents.
* Handled customer complains, provided appropriate solutions and alternatives within the time limits; followed up to ensure resolution.
* Provided accurate, valid and complete information by using the right methods and tools.

**Data Analyst**

**National Integrated Survey Household (National Bureau of Statistics) - 2016 – 2017**

* Discovered stories told by data to present information to scientists and business managers.
* Set up SQL database on cloud servers to store client data for query analysis.
* Devised and developed predictive models to drive business decisions.
* Provided accurate, valid and complete information by using the right methods and tools.

**LICENCES AND CERTIFICATIONS**

* NYSC (National Youth Service Corps)
* Udemy: Professional Certificate in Python Programming Language
* University of Ibadan: Professional Certificate in Data Analysis
* Tech Savvy; Instinct Hub: Junior Data Analysis in Tech
* Digital Girls learning(Gigigirls): Data Analyst and programming.
* Axa Mansard Learning(Certificate in Anti-Bribery and Corruption Training)
* Axa Mansard Learning (Certificate in Anti-Money Laundering and Countering Terrorism Financing(AML/CFT).
* Axa Mansard Learning (Certificate in Security and Data Privacy)

**LEADERSHIP AND VOLUNTEER EXPERIENCE**

* Presiding Officer with INEC (Independent National Electoral Commission), Lagos. **2023.**
* Sisters Coordinator & Welfare Secretary, NCCF, NYSC **2022 –2023.**
* Assistant General Secretary, Yaba College of Technology Christian Union. **2020 – 2021.**

**PERSONAL DETAILS**

* **Date of Birth:** • **Sex**: Female • **Nationality**: Nigerian • **Marital Status**: Single

**REFREES**

* + - * Available on Request