PAUL, VICTORIA CHIGOZIE

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DATE OF BIRTH: 16th February, 1991
CONTACT: 26 Sarah Danladi Street,
Phase 2 extension, Prayer Road,
FCT, Abuja, Nigeria.
STATE OF ORIGIN: Abia State, Nigeria

ACADEMIC INSTITUTIONS AND QUALIFICATIONS

Qualification	Date	Awarding Institution
Data Analytics	2023	AiTech Institute
BSc. Biomedical Technology	2010 - 2017	University of Port-Harcourt, Rivers.
F.G.G.C Bakori.	2001 - 2007	West African Examination Council (WAEC)
First School Certificate	1994 - 2000	Ideal International School, Funtua-Katsina

SPECIAL SKILLS AND COMPETENCIES

Competent with the use of Microsoft Windows Applications – MS Word, Excel and PowerPoint, among others; Versatile in application of technology including virtual communication technology; Manages Large Database with ease; Result-oriented, critical and analytical skills; Risk Assessment; Documentation and Report Writing; Team worker with Excellent Communication and Writing Skills in English Language as well as the ability to work with minimal supervision. Knowledgeable with the use of social media handles for marketing, cold calling and Emailing.

WORK EXPERIENCE

AiTech Institute
Position – Data Analyst Intern
Job Description

- Data Collection and Extraction from various sources, such as databases, APIs, files, or online platforms. Using SQL queries, web scraping tools, or other methods to extract the required data.
- Cleaning of raw data that contains inconsistencies, errors, or missing values. After cleaning, I preprocess the data by removing duplicates, handling missing data, standardizing formats, and resolving any inconsistencies.
- Once the data is cleaned and prepared, I apply various statistical and analytical techniques to identify patterns, trends, and insights. I use tools like Excel, statistical software (e.g., R, Python), or specialized data analysis platforms to perform exploratory data analysis and draw meaningful conclusions.
- I create visualizations, such as charts, graphs, or dashboards, to effectively communicate my findings. It helps my stakeholders understand complex data and enable them to make informed decisions. I also create reports summarizing the analysis and key findings.
- I work closely with stakeholders, such as business managers, marketers, or data scientists, to understand their needs and provide actionable insights. Participate in meetings, presentations, and discussions to explain findings and answer questions related to data analysis.
- Continuous Learning and Skill Development: With the rapid advancements in data

analysis techniques and tools, I try to stay updated with the latest trends, technologies, and methodologies. I also seek opportunities for learning and skill development to enhance my data analysis capabilities

JB Singhai Limited Nigeria, Abuja
Position – Secretary/Data Entry Clerk
Job Description
- Typing, documenting, designing of page fonts and company letter headed paper.
- Filing of all documents, award certificates, bills and all information as regard the office business and arrangement of both soft and hard copies according to their respective folders for reference purposes.
- Keeping of important dates and information for official purposes and appointments.
- Using of Nigerian Tenders to sort for viable contracts for office bids; arranging of all technical documents, bidding and follow up.
- Renewing of office yearly technical documents.

Date- October 2020 – March 2023

Cedio Christian Home School, Asaba Delta State.
Position – Science Teacher (NYSC)
Job Description
- Taught and engaged students in theoretical and practical science subjects.
- Prepared lesson notes in-line with the state Ministry of Education School Curriculum Standard.
- Groomed senior class science students for the Senior School Leaving Certificate Examination.
- Organized inter-class science competitions as a means for engaging students also boosting student's morale in preparation for inter-school competitions.
- Preparation and marking of exams questions.

Date- March 2019 – March 2020

P-Sam Biomedical Comprehensive Institute, Port-Harcourt Rivers State.
Position – Technical Engineer/Sales Representative
Job Description
- Used excel sheet to record and analyse machine data, preparing reports and recommending preventive or post maintenance according to analysed data.
- Designed and cost machinery for laboratories ranging from school, clinics to state-of-the-art research facilities.
- Performed preventive maintenance and cleared error code on equipment using digital fault detectors and equipment manuals.
- Created alternate source of power such as battery powered inverters or solar panels for clients to eliminate downtime of equipment usage due to an unforeseen failure of primary electrical power.
- Production and sales of solutes and electrolytes.
- Sales of Medical equipment using CRM tools.

Date- July 2014 – December 2018

INTERESTS
In my spare time I enjoy researching, travelling, playing volleyball, reading and singing.