



Abdullahi Mubarak

Data - analyst

Highly organized and detail-oriented worker, with a drive to exceed expectations. Ability to analyze data, develop strategies, and provide solutions to complex problems. Seeking to leverage skills and knowledge to contribute to team success.

Contact

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Address

Sherry View Estate, Ogun state

Education

2019

B.s Social science

Political Science

National Open University

Ogun state - Abeokuta

Expertise

- Data cleaning
- Attention to details
- Data visualization and Dashboard
- KPI tracking and Industry Trends
- Power Query
- Statistical analysis

Language

English

Hausa

Experience

February 2023 - August 2023

Food solution Global Ventures

Sales and marketing manager

*Developed and implemented effective sales strategies to increase market share.

*Generated monthly reports to monitor product performance, sales and market trends.

*Prepared and sent proposals to prospective clients.

*Analyzed competitors' activities in order to gain an advantage in the marketplace.

*Implemented performance improvement programs to meet and exceed sales goals and improve marketing effectiveness.

*Managed customer relations through social media platforms, email marketing, and direct contact.

*Organized promotional events and campaigns to promote products or services.

February 2022 - September 2022

Yetkings ventures

Office Admin

*Developed strong relationships with clients through excellent customer service skills.

*Create and maintained filing systems, both electronic and power-based , to facilitate quick retrieval of documents.

* Used Microsoft tools for analysis and communication.

* Managed digital and analog filing system to organize documents and records.

* Keeping track of monthly budgets.

May 2021- December 2021

Ellolam Store

Secretary

*Demonstrated proficiency in Microsoft Office Suite, including Word, Excel, and Outlook.

*Performed data entry tasks accurately with a high level of speed and accuracy.

*Developed and maintained effective working relationships with clients, vendors, and staff.

*Developed and implemented efficient filing systems to organize documents for easy retrieval.

*Maintained office supplies inventory by checking stock and placing orders.

*Reviewed invoices for accuracy before submitting them for payment processing.

*Reviewed and submitted expense reports for processing.