

Nanakumo Deborah Oyinkepreye

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Professional Summary

Detail-oriented and analytical professional with experience in customer service, medical records management, and inventory coordination. Skilled in data analysis, Microsoft Excel, Power BI, KPI reporting, and data visualization. Passionate about transforming data into actionable insights and improving business operations.

Skills

- Microsoft Excel
- Power BI
- Data Cleaning
- Data Visualization
- KPI Reporting
- Communication Skills
- Problem Solving

Education

- Potters' Field Academy, Life Camp Abuja – National Examination Council (NECO)
- Ladoke Akintola University of Technology (LAUTECH), Ogbomoso, Oyo State – B.Sc. Computer Science

Professional Course

- TS Academy – Data Analysis

Work Experience

Customer Service Representative – Black and White Salon (2019 – 2022)

- Provided excellent customer support and handled client inquiries professionally.
- Maintained positive customer relationships and resolved complaints efficiently.

Medical Recorder – Mount Horeb Hospital / Dialysis Center (2022 – 2025)

- Managed and organized patient medical records accurately.
- Maintained confidentiality and ensured proper documentation procedures.

Customer Service Representative & Online Inventory Manager – Primeside Industries and Technologies (2025 – February 2026)

- Handled customer interactions and supported inventory management processes.
- Monitored stock records and coordinated online inventory updates.

Projects

- Logistics Operations Dashboard – Power BI
- Sales Performance Analysis – Microsoft Excel
- Gadgets Sales Analysis – Power BI