

EDUKE PRINCESS MAMUS

Junior Data Analyst

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PROFESSIONAL SUMMARY

Results-driven Data Analyst with hands-on experience in transforming raw data into meaningful insights that support business decision-making. Proficient in SQL, Power BI, Microsoft Excel, and data visualization techniques, with strong skills in data cleaning, analysis, dashboard development, and storytelling. Experienced in working on projects across business intelligence, sales analysis and operational reporting. Passionate about leveraging data to uncover trends, improve performance, and help organizations make informed, data-driven decisions.

TECHNICAL SKILLS

Analytics & Visualization: Microsoft Excel (Advanced), Power BI, Power Query, Power Pivot, DAX (Data Analysis Expressions), Excel Visualization

Databases & Querying: SQL, Microsoft SQL Server (SSMS)

Data Competencies: Data Cleaning & Validation, Dashboard Development, Data Storytelling, KPI & Performance Analysis, Business Intelligence (BI) Reporting, Trend Analysis, Operational Reporting

Productivity & Collaboration: Google Sheets, Microsoft PowerPoint, Git & GitHub, Conditional Formatting, Pivot Tables

WORK EXPERIENCE

Data Analysis Intern (Virtual) | Syntechub & Decode Labs | *May 2026 – June 2026*

- Completed concurrent virtual internships across two organizations, delivering portfolio-grade analytical work on live project assignments using Excel, Power BI, Power Query, and SQL
- Analyzed a 1,200 rows e-commerce orders dataset using SQL (SSMS), writing aggregation queries, subqueries, and CASE statements to surface revenue patterns, order trends, and customer behavior insights
- Developed and documented business-ready reports and dashboards that translated raw data into clear, decision-ready insights for stakeholder review
- Managed GitHub repositories and maintained structured project documentation, enabling reproducible analytical workflows

Administrative & General Services | Notore Chemical Industries Limited | *April 2025 – February 2026*

- Tracked, processed, and recorded office consumables requests using structured logging systems, maintaining accurate inventory data and supporting operational cost monitoring
- Managed inbound and outbound business correspondence, ensuring accurate documentation, confidentiality, and timely routing of sensitive records, directly supporting data integrity across administrative operations
- Coordinated visitor access, departmental scheduling, and executive-level meeting logistics, using internal systems to maintain up-to-date records and ensure seamless cross-functional operations
- Provided cross-functional administrative support spanning office management, travel logistics, and events coordination, demonstrating strong attention to operational detail and process compliance

Customer Service Intern (NYSC) | Resource Intermediaries Limited | *June 2024 – January 2025*

- Managed and documented customer enquiries across phone, email, chat, and social media channels, maintaining structured communication records that supported service quality reporting and response-time tracking
- Transcribed and formatted meeting minutes for the Group Head of Corporate Communications, demonstrating discretion and accuracy in handling senior-level information
- Coordinated interview scheduling and employee culture surveys on behalf of the Operations Unit, collecting and organizing multi-stakeholder data to support HR reporting and analysis
- Executed data entry and document processing tasks with consistent accuracy, contributing to clean, reliable operational records used across business units

DATA ANALYTICS PROJECTS

E-Commerce Orders Analysis — *SQL (SSMS), Power BI, Excel, GitHub — Decode Labs Internship*

- Conducted exploratory data analysis on a 1,200 rows e-commerce dataset, writing SQL queries with aggregations, subqueries, and CASE statements to surface business insights on order trends, revenue patterns, and customer behavior
- Produced business-ready analytical outputs communicating findings to a professional audience, with documentation and version control managed through GitHub.

Project: <https://github.com/peduke17/Task-1-2-3-Combined-EdukePrincess>

Logistics Operations Dashboard — *Power BI, DAX, Power Query, Excel — TS Academy Capstone*

- Developed an end-to-end logistics operations dashboard integrating 14 data tables, applying advanced DAX measures and data modelling to produce a unified operational reporting solution.
- Demonstrated advanced data modelling and business intelligence skills by integrating multiple data sources into a single, coherent reporting environment.

Project: <https://github.com/peduke17/Logistics-Analysis-Dashboard---End-to-end-capstone-project>

Sales Analytics Dashboard — *Power BI, DAX, Power Query, Excel*

- Built a comprehensive sales analytics dashboard documenting revenue trends, product performance, and regional breakdowns, using DAX and Power BI's date hierarchy for time-series trend analysis.
- Designed interactive visuals giving stakeholders real-time visibility into KPIs and sales performance metrics.

Project: <https://github.com/peduke17/SALES-ANALYTICAL-DASHBOARD->

EDUCATION

Bachelor of Science in Geology

Niger Delta University, Bayelsa State | Graduated: September 2023 | **Second Class Upper — CGPA 3.87/5.00**

CERTIFICATIONS & TRAINING

- Data Analysis – TS Academy (January – May 2026): Excel, Power Query, Power Pivot, Dashboard Creation, Power BI, SQL.
- McKinsey Forward Program – McKinsey & Company (July 2024): Structured problem-solving, critical thinking, and leadership communication.
- Finishing School & Customer Service Training – Resource Intermediaries Limited (2024): Professional workplace etiquette, communication, and service excellence.
- Applied Subsurface Geology Simulation (Ongoing): Litho-correlation, structural interpretation, and data analysis using Petrel, Techlog, and Python.