

GODWIN AGBO SABO

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PROFESSIONAL SUMMARY

Analytical and result oriented professional with hand on experience in human resource management, data analytics and data science, project supervision, handling cash and customer relation. Skilled in using different digital tools for problem solving.

EDUCATION

- Early Code Academy Data Analytics/Data Science (2025).
- Coronation Academy Introduction to investment (2025).
- Nasarawa State University Bachelor of Sciences in Economics (2023).
- Nasarawa State Polytechnic National Diploma in Accountancy (2015).

WORK EXPERIENCE

Computer Operator (2026-Till Date)
Bpowei Solution Limited (Abuja)

- Assisted client with visa application processing
- Handle appointment booking for embassies and visa centres
- process flight reservation and ticket booking for local and international travels.
- Advised client on travel requirements, documentation and proof of funds.

Human Resource Officer (2024 -2025)
Kingregal Consult (Abuja)

- Supported HR functions including recruitment, onboarding, and employee record management.
- Coordinated training sessions, performance reviews, and policy documentation.
- Developed strong communication, organizational, and administrative skills.
- Preparation of appraisal for performance and feedback.

Teller (2017- 2018)
Unity Bank (Nasarawa)

- Handle Daily Customers Deposits, withdrawal transaction accurately.
- Assisted Customer's with inquiries.
- Verified identification and transaction details to prevent fraud and ensure regulatory compliance.
- Supported end of day cash reconciliation and prepared reports for internal audit and branch management.

Cashier (2016-2017)
DeRash Pharmacy (Nasarawa)

- Handle daily sales transaction's including cash payment.
- Assisted customers with billing inquiries and ensured smooth checkout operation.
- Monitored inventory levels and reported low stock on fast moving items to be supervised.
- Supported the pharmacist and sales team by organizing shelves, labelling products and maintain a clean an orderly counter area.

Industrial Training (Intern).

(2014–2015)

Nigeria Television Authority

(Nasarawa)

- Maintained financial records and processed invoices and transactions.
- Supported preparation of financial reports and account reconciliations.

SKILLS

- Data Analysis — Data Cleaning, Visualization, Reporting
- Tools — Excel, Power BI, SQL, Python (Pandas, NumPy, Matplotlib), Google sheet, Power Point, Word.
- Soft Skills — Problem Solving, Communication, Leadership, Critical Thinking.

ACHIEVEMENT

- Drive insight by analysis and virtualizing different data on attrition and retention.
- Served as Corps Liaison Officer (CLO) during NYSC, coordinating welfare and community programs.
- Supervised a building project ensuring adherence to quality standards and timelines.
- Organized health awareness campaigns and community sensitization programs.
- Maintained a 100 percent accuracy record in cash balancing through out employment.
- Recognised for excellent customer service and reliability during peak banking hours.

CERTIFICATION

- Certificate of Completion in Data Analytic/Data Science (2025)
- Certificate of National Service — NYSC (2024)
- Certificate of Achievement — La PlegMetaverse (2025)
- Certificate of Completion — Unilever Campus Ambassador Program (2024)
- Certificate of Participation — Community Transformation and Empowerment Organisation (2024)