

JOY IFEOMA EJIMOFOR

Data Analyst

✉ joyejimofor0@gmail.com ☎ 08067221746 🔗 sojiphilosopher.github.io/

🌐 linkedin.com/in/joy-ifeoma-ejimofor-b41ab2358 🐙 github.com/SojiPhilosopher

SUMMARY

Aspiring Data Analyst skilled in Excel, SQL, and Power BI for data cleaning, analysis, and dashboard development. Passionate about transforming raw data into actionable insights through interactive dashboards and visualization.

SKILLS

- Excel • Power BI • SQL • Data Cleaning • Data Visualization • Dashboard Development • Reporting • Problem Solving • Communication

PROJECTS

Power BI Dashboard Project

- Developed an interactive Power BI dashboard featuring 4+ visualizations and KPI metrics.
- Designed dynamic filters and drill-through features to enhance dashboard interactivity and user experience.

Excel Sales Dashboard Project

- Analyzed over 3,000 sales records using Microsoft Excel to identify revenue trends and customer purchasing patterns.
- Built an interactive dashboard using pivot tables, slicers, and charts to track 4+ key sales KPIs.

EXPERIENCE

Customer Service Representative, SCL Nig Ltd

- Assisted 20–40 customers daily with inquiries and issue resolution.
- Maintained high levels of customer satisfaction through timely communication.

Feb 2025 – Present

Lugbe, Abuja

Administrative Assistant, 551 Nigeria Airforce Station

- Maintained and organized administrative records with high accuracy.
- Coordinated schedules and documentation for multiple office activities weekly.

Oct 2023 – Jul 2024

Jos, Plateau State

Front Desk Officer, Romance Hotel and Suite

- Handled guest check-ins, inquiries, and front-desk coordination.
- Managed multiple customer requests daily while maintaining professionalism.

Mar 2020 – Feb 2021

Awka, Anambra State

EDUCATION

Bachelor of Arts (B.A.) Philosophy

Second Class Upper (2:1) | CGPA: 4.2

Jan 2018 – Mar 2023

CERTIFICATIONS

Data Analysis Program — TS Academy

Professional Service Masterclass on ITIL4
Oct 2025