

PRECIOUS AMIEKUMO

Tender Administrator | Data & Reporting Support | Administrative Operations

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PROFESSIONAL SUMMARY

Detail-oriented administrative and data professional with experience spanning operations management, CRM reporting, tender documentation, and data-driven business support. Demonstrated ability to track business opportunities across a \$10M pipeline, prepare rigorous documentation, and coordinate workflows across commercial teams. Proficient in Excel (Advanced), Power BI, SQL, and Python (Pandas, NumPy) for reporting automation and data management. Strong organisational and communication skills developed across management and analyst roles in oil & gas, healthcare, and service environments. Available immediately.

CORE COMPETENCIES

Tender & Documentation	Tender preparation, contract documentation, compliance filing, record keeping
CRM & Pipeline	Excel CRM dashboards, opportunity tracking, win rate analysis, client activity reporting
Data & Reporting	Excel (Advanced), Power BI, SQL — automated performance reports and business intelligence
Python	Pandas, NumPy — data processing, reporting automation, ERP workflow development
Administration	Scheduling, resource coordination, quality control, stakeholder liaison, process optimisation
Soft Skills	Written communication, critical thinking, deadline management, attention to detail, discretion

WORK EXPERIENCE

Laboratory Assistant

June 2025 – Present

Hensard University Hospital | Toru-Orua, Bayelsa State

- Support laboratory scientists in sample preparation, labelling, and diagnostic testing workflows
- Maintain accurate laboratory records and ensure SOP compliance within a live healthcare environment
- Track laboratory KPIs including sample turnaround time, completion rates, and test performance metrics
- Ensure equipment cleanliness, safety standards, and correct sample handling procedures at all times

Junior Data Analyst

June 2022 – May 2025

Pax Corporation | Remote

- Analysed operational datasets using Excel (Advanced), Power BI, SQL, and Python (Pandas, NumPy, Matplotlib)
- Built interactive dashboards and automated KPI reports, reducing manual reporting effort by ~40%
- Maintained database integrity through rigorous data validation and cleaning, achieving 95% monthly accuracy
- Delivered actionable insights through statistical analysis and data visualisation for senior management
- Managed CRM data and supported tender tracking, business development, and performance monitoring

Operations Manager

November 2020 – May 2022

Octa Consult | Rivers State, Nigeria

- Oversaw daily operations with a 90% success rate across scheduling, production, and resource allocation
- Implemented quality control measures achieving 70%+ compliance with established standards
- Managed client relationships delivering 100% customer satisfaction across all accounts

RELEVANT PROJECTS

CRM Sales Performance Dashboard

Microsoft Excel | shorturl.at/Rrw7O

- Analysed 8,800 sales opportunities across a \$10M revenue pipeline
- Automated reporting workflows and tracked win rates, client activity, and sector performance

Laboratory Operations Performance Dashboard

Microsoft Excel | shorturl.at/QI9Bd

- Designed interactive dashboard tracking 1,470 samples — 84% completion rate, 100% approval rate
- Automated KPI reporting: completion rate, failure rate, processing time, and sample turnaround

Sales Performance Dashboard

Microsoft Power BI | shorturl.at/Fjl1r

- Analysed \$2.3M revenue and \$286.4K profit across multiple regions for executive decision support
- Identified 46.9% year-over-year sales growth and 12.5% profit margin

EDUCATION

Bachelor of Science in Biochemistry — Second Class Upper (2:1)

January 2016

Niger Delta University, Wilberforce Island, Nigeria

CERTIFICATIONS

Google Data Analytics Professional Certificate

Google / Coursera | 2022

Data Analytics Bootcamp

Professional Development | 2022

Effective Problem Solving and Decision Making

Professional Certification | 2023

Communication in the 21st Century Workplace

Professional Certification | 2023

Available Immediately | Open to Oil & Gas, Healthcare, NGO & Corporate Environments