

PRECIOUS AMIEKUMO

ADMINISTRATION | DATA ANALYST | EXCEL, SQL & POWER BI REPORTING

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<http://perethedataanalyst.github.io/>
Rivers State, Nigeria

PROFESSIONAL SUMMARY

Biochemistry graduate with hands-on experience supporting laboratory operations, data reporting, and business performance tracking. Proven ability to manage laboratory documentation, ensure accurate sample handling, and support testing workflows in compliance with quality standards. Skilled in Excel, CRM reporting, dashboard development, and operational tracking to support business decisions and performance improvement.

Recently developed operational dashboards to monitor laboratory efficiency and sales performance, demonstrating strong capability in reporting, documentation management, and process monitoring. Recognized for attention to detail, data accuracy, and ability to support technical teams in fast-paced healthcare and oil and gas environments.

Open to Laboratory Technician, Tender Administrator, Data Support and Data Analyst roles where strong documentation, reporting, and operational coordination skills are required.

PROJECT EXPERIENCE

Laboratory Operations Performance Dashboard | Excel – <https://shorturl.at/QI9Bd>

- Designed an interactive laboratory dashboard tracking 1,470 samples, achieving 84% completion rate and 100% approval rate
- Monitored laboratory efficiency, sample turnaround time, and test performance
- Automated KPI reporting including completion rate, failure rate, and processing time
- Demonstrated ability to support laboratory reporting, documentation, and performance monitoring

CRM Sales Performance Dashboard | Excel – <https://shorturl.at/Rrw7Q>

- Developed CRM dashboard analyzing 8,800 opportunities and \$10M revenue pipeline
- Tracked sales performance, win rate, and client activity across sectors
- Automated reporting for business performance monitoring
- Demonstrated ability to support tender tracking, CRM reporting, and business development monitoring

Sales Performance Dashboard | Power BI – <https://shorturl.at/FjI1r>

- Analyzed \$2.3M revenue and \$286.4K profit across multiple regions
- Identified 46.9% year-over-year sales growth and 12.5% profit margin
- Built executive dashboard to support performance monitoring and business decisions

To see other projects click the link – <https://perethedataanalyst.github.io/>

WORK EXPERIENCE

LABORATORY ASSISTANT - Hensard University Hospital – Toru-Orua, Sagbama LGA, Bayelsa State June 2025 – Present

- Support laboratory scientists in sample preparation, labeling, and documentation
- Maintain accurate laboratory records and ensure proper sample handling procedures
- Assist in diagnostic testing and laboratory workflow processes
- Ensure laboratory equipment cleanliness and compliance with safety standards
- Support laboratory reporting and documentation activities

JUNIOR DATA ANALYST – Pax Corporation – Remote June 2022 – May 2025

- Collected, cleaned, and analyzed operational data to support business reporting
- Developed Excel and Power BI dashboards to monitor performance and support decision-making
- Maintained and updated company databases ensuring accuracy and data integrity
- Generated reports used by management to track operational performance
- Supported administrative reporting and documentation processes

MANAGER – Octa Consult – Rivers State, Nigeria Nov. 2020 - May 2022

- Managed daily business operations and client service delivery
- Maintained operational records and documentation
- Coordinated workflow scheduling and service delivery
- Ensured quality control and customer satisfaction

SKILLS

Technical Skills:

- Microsoft Excel (Advanced)
- Microsoft Power BI/Tableau/Looker
- SQL (Basic)
- Python (Basic)
- Data Reporting and Dashboard Development
- CRM Reporting and Tracking
- Microsoft Office Suite

Core Competencies

- Laboratory Operations Support
- Sample Handling and Documentation
- Laboratory Reporting and Record Keeping
- Quality Control and SOP Compliance
- CRM Data Management and Reporting
- Data Entry and Data Accuracy
- Tender Documentation Support

Professional Development:

- Operational Reporting and Dashboard Development
- Laboratory Performance Monitoring
- CRM Reporting and Tracking
- Excel-Based Performance Reporting
- Database Management
- Administrative Support
- Process Optimization

EDUCATION

BACHELOR OF SCIENCE IN BIOCHEMISTRY – 2.1 – Niger Delta University – Wilberforce Island, Nigeria

Jan. 2016

CERTIFICATIONS

Google Data Analytics Professional Certificate	2022
Data Analytics Bootcamp	2022
Effective Problem Solving and Decision Making	2023
Communication in the 21st Century Workplace	2023

ADDITIONAL INFORMATION

Available immediately

Open to Laboratory, Tender, Administrative, Data Support and Data Analyst roles