ADEPOJU BLESSING ALADI

Address: House 3B, Cooperative Estate, Kpeyegyi, Abuja-FCT
Tel: +234 810 910 8604, Email: amehblessingtrix@gmail.com
Projects portfolio: https://shorturl.at/5DUUz

PROFESSIONAL SUMMARY

Results-driven Data Analyst with an educational background in Electrical and Electronics Engineering. I have a strong interest in transforming raw data into meaningful insights that support informed business decisions. I have proven expertise in implementing data analytics solutions and a passion for seeing projects through to successful completion. My engineering background has strengthened my analytical thinking, problem-solving, and attention to detail, which I apply to data analysis and business reporting.

BIODATA

Nationality	Nigerian
Gender	Female
State of Residence	Federal Capital Territory (FCT), Abuja

EDUCATIONAL QUALIFICATIONS

TalentDigit Resources Limited **2026**
AI-Powered Data Analytics & Automation Training
(Certificate programme)

Federal University of Technology, Minna, Niger State **20217**
B. Eng Electrical and Electronics Engineering
(Second Class Upper)

Federal Government College, Kwali, Abuja **2011**
Senior Secondary Certificate Examination

PROFESSIONAL CERTIFICATIONS

- Membership Certificate – COREN - 2021
- Solar Energy Design and Installation – Jeho-Asher Energy - 2020
- Project Management – British Project Management Academy - 2019
- Health, Safety and Environment (Levels 1, 2 & 3) - 2019
  British International Safety Organization
- Basic First Aid/CPR – Novelle Center - 2019
- Environmental Impact Assessment - 2019
  Department of Petroleum Resources

WORK EXPERIENCE

Data Analytics Associate (internship) **April to September 2026**
TalentDigit Resources Limited

Tasks performed:

- Responsible for gathering client requirements
- Created effective data models using Power Pivot in Excel
- Transformed messy datasets for analysis
- Created business reports and dashboards in Microsoft Excel
- Created dashboards in Microsoft Power BI
- Deployed dashboards to Power BI Service

Technologies used: **Advanced Excel, SQL and Microsoft Power BI**

Regional Disease Surveillance System Enhancement (REDISSE) Project, Abuja
Project Ad-hoc / Administrative Support Staff
2019 – 2023

Tasks performed

- Data collection and reporting from field visits to veterinary offices in states using Kobo Toolbox and excel.
- Received, recorded, and managed incoming and outgoing correspondence and files.
- Coordinated logistics for meetings, training, and official events across multiple states.
- Handled typing, scanning, printing, and filing of official documents.
- Managed internal and external communications, including emails and letters.
- Reviewed payment requests and ensured compliance before final approval.
- Managed staff welfare logistics and coordinated fueling of official vehicles.

Hands to Hold Academy, Abuja
Mathematics Teacher / Administrative Support
Jan 2024 – Aug 2024

Tasks performed

- Maintained accurate academic records and reports for students.
- Provided administrative assistance in scheduling, documentation, and classroom organization.
- Served as Form Teacher, handling student data and parent communication.

Boojah Clothing Factory, Kubwa, Abuja
Logistics Engineer (NYSC)
Apr 2018 – Apr 2019

Tasks performed

- Coordinated logistics and ensured timely delivery of products and services.
- Supervised operational processes and equipment maintenance.
- Handled customer communication and billing documentation.
- Ensured adherence to workplace safety and quality control standards.

Pipeline and Product Marketing Company (PPMC), NNPC Towers, Abuja
Industrial Trainee – Instrument Department
Jun 2016 – Oct 2016

Tasks performed

- Assisted with documentation and dispatch of departmental files.
- Supported field operations, data entry, and report compilation.

Independent National Electoral Commission (INEC), Abuja
Ad-hoc Staff – Assistant Presiding Officer
Feb 2019

Tasks performed

- Managed voter accreditation and queue organization.
- Ensured compliance with electoral procedures during the voting process

AREAS OF EXPERTISE

- Data Analysis
- Business Intelligence
- Microsoft Excel (Advanced)
- Microsoft Power BI
- SQL for Data Analysis
- Data Visualization
- Financial Reporting & Analytics
- Dashboard Development
- Applied AI in Data Analysis
- Training Facilitation & Capacity Building
- Microsoft Office Suite (Excel, Word, Power-point)
- Administrative Support & Office Management
- Records & Data Management
- Communication & Correspondence Handling
- Meeting & Event Coordination
- Team Collaboration & Leadership

PROJECTS EXECUTED

- Retail Analytics - Power BI
- Sales Analytics – Advanced Excel
- E-commerce Analysis – SQL

SOFT SKILLS

- Interpersonal/ Communication Skills
- Team Management
- Presentation Skill
- Execution Skills
- Project Management
- Problem-Solving, Analytical Thinking