|  |
| --- |
| Orji michael chimaobiSales and Data Analyst |
|  |
|  | P |  | 2348100803349 |  | E |  | Chimaobiorji98@gmail.com |  | A |  | Anambra State, Nigeria. |  | W |  | www.linkedin.com/in/michael-orji-7b7b69225 |
|  |
| Objective |  |  |
| Education |
| A **Data Analyst** with over 3 years’ experience working remotely in Fiverr as a freelancer| Gather, analyze, and interpret large datasets to extract valuable insights using Pivot table, power bi, SQL and order data visualization tools| Created and maintained reports and dashboards to monitor key performance indicators (KPIs) for business decisions| **Telesales Supervisor** in one the leading FCMG industries in Nigeria| Great Communication Skill. |  | Enugu State University of Science and TechnologyEnuguEnugu State* An Innovative Professional
* Person who specializes in Problem Solving| Has a CGPA of 3.01.
* Graduated from Electrical and Electronics Engineering of Enugu State University of Science and Technology.
* Course outline: Communication & Signal Processing, C++, Control Systems, Microelectronics & Quantum Electronics, Integrated Circuit.

KEY SKILLS* Data analysts
* data visualistion
* Sales planning
* effective communication
* Microsoft excel
* problem solving

AWARDS* Supervisor of the Month (may 2023)
* Best performing Supervisor East contact hub (2022)
* most approachable supervisor east contact hub of nigerian breweries plc. (2022)
 |
| Experience |
| Oct. 2021 - PresentTelesales Supervisor – Nigerian Breweries Plc* Managed a team of 16 Telesales representatives and exceeded sales targets through effective coaching and motivation.
* Using advanced Excel, Power App, and Power Automate, I constructed an automated performance tracker. This is used on a nationwide scale to track sales success in relation to key performance indicators (KPIs). It tracks the total presales generated by a Telesales Representative on a daily basis, as well as the customer with purchase and call effectiveness.
* Analyzing data from the daily Sales download of over 300 rows utilizing Pivot tables, Excel charts, and Pivot charts, as well as Power Bi in some cases, to deliver key takeaways for sales improvement.
* On a daily basis, I follow up on over 400 created orders by contacting Fulfillment Agents, Territorial Sales Executives, and Van Sales Men to guarantee that these orders generated by my Team are fulfilled on time.
* Running daily retail audits and call evaluations on orders produced by my team to ensure the authenticity of the orders and sharing the results of my verification with my management.

Jun. 2016 – September 2021Data Analyst – Remotely as a freelancer on FiverrAttending to and finishing all data-related tasks:* Data Analysis and Entry in Excel or Google sheets.
* Extensive Formula Formatting of large Data’s
* Using: Excel charts, Graphs, and Pivot Charts – Have data’s tell a story.
* Macros and Automation – Let the sheet do the work for my clients.
 |
| other relevant information |
| * **Languages:** English (Very Good)
* **Computer Skills:** Excellent Microsoft Office, Excellent PowerPoint Excellent Power Bi, Excellent SQL, Excellent Power App and Power Automate.
* **Technical Skills:** Communication, Problem solving, Data visualization, Analytics, Critical Thinking.
* **Awards:** Best Performing Supervisor 2022 | for exceeding the annual target by 40%
 |
| Leadership |
| In charge of a team of 16 sales professionals in Nigerian Breweries plc's East Contact Hub. |
| References |
| [Available upon request.] |
|  |