ADEPOJU BLESSING ALADI
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PERSONAL SUMMARY

I am a Data Analyst with a background in Electrical and Electronics Engineering and a strong interest in transforming raw data into meaningful insights that support informed decision-making. I am passionate about exploring data, identifying trends and patterns, and presenting findings in a clear and understandable manner. My engineering background has strengthened my analytical thinking, problem-solving, and attention to detail, which I apply to data analysis and reporting.

CORE COMPETENCIES

- Microsoft Office Suite (Excel, Word, Power-point)
- Power BI
- Data Cleaning
- Data Analysis
- Data Visualization
- Dashboard Development
- Reporting
- Administrative Support & Office Management
- Records & Data Management
- Communication & Correspondence Handling
- Meeting & Event Coordination
- Team Collaboration & Leadership
- Problem-Solving, Analytical Thinking

WORK EXPERIENCE

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

- 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

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

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

- 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

- 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

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

EDUCATION

B. Eng Electrical and Electronics Engineering (Second Class Upper)
Federal University of Technology, Minna, Niger State – 2017

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

CERTIFICATIONS

- Data Analysis with python – Computer Professionals of Nigeria (2026)
- Project Management – British Project Management Academy (2019)
- Health, Safety and Environment (Levels 1, 2 & 3) – British International Safety Organisation (2019)
- Membership Certificate – COREN (2021)
- Basic First Aid/CPR – Novelle Center (2019)
- Solar Energy Design and Installation – Jeho-Asher Energy (2020)
- Environmental Impact Assessment – Department of Petroleum Resources (2019)
