

Kehinde Oladapo

Data & BI Analyst Specializing In Financial & Business Reporting

✉ koladapo01@gmail.com • 📞 +09162437379
🌐 <https://www.datascienceportfol.io/kehindeoladapo>

🏠 Lagos State, Nigeria
🔗 <https://www.linkedin.com/in/kehinde-oladapo-7419b72a4>

PROFESSIONAL SUMMARY

Results-driven Data Analyst with 3+ years of experience specializing in **Financial & Business Reporting**. Proven track record of **reducing processing time by 50%** through SQL/Python automation and building predictive models with **88% accuracy**. Expert in transforming complex datasets into pillars of business intelligence, including revenue protection, fiscal governance, and ROI analysis. Seeking a Mid-to-Senior role to leverage advanced analytics, cloud platforms, and machine learning to drive strategic bottom-line growth.

TECHNICAL SKILLS

- **Data Visualization & BI:** Power BI (Advanced DAX, Power Query), Tableau, VBA Macros, Excel (Pivot Tables, Advanced Modeling with VLOOKUP, Conditional Formatting)
- **Programming & Analysis:** Python (Pandas, NumPy, Matplotlib, Scikit-learn), R (ggplot2, dplyr, Sentiment Analysis, Regression, Machine Learning, NLP), SQL (MySQL, PostgreSQL, SQL Server)
- **Tools & Platforms:** Git/GitHub, Cloud Platforms, QuickBooks, First (Chubb MIS), Jupyter Notebook, VS Code
- **Core Competencies:** Revenue Protection (Churn), ROI & Variance Analysis, Financial Reporting, Stakeholder Presentation, ETL Processes, Statistical Analysis, Dashboard Development

PROFESSIONAL EXPERIENCE

Personal Assistant to Director | BOFIK Nigeria Enterprises | Nigeria Jan 2026 - Present

- **Data Management:** Maintained 1+ organisational database and documentation, ensuring accurate and audit-ready records.
- **Reporting & Analysis:** Used Google Sheets to track and report on 10+ operational datasets supporting director-level decisions.
- **Administration:** Managed 100+ monthly correspondence and scheduling requests, ensuring smooth daily operations.
- **Team Coordination:** Supported cross-functional teams of 1+, demonstrating leadership and stakeholder communication.

Manager (Operations & Finance) | Jason Oil and Gas Company | Nigeria Nov 2025 – Dec 2025

- **Tactical Business Intelligence:** Directing cross-functional operations and streamlining workflows, improving overall operational efficiency by 30%.
- **Financial Reporting:** Automating budget tracking and expense management via Excel and QuickBooks to provide real-time visibility into Profit & Loss (P&L) for organisational/financial health.
- **Stakeholder Strategy:** Delivering weekly operational insights to senior management using data visualization to guide capital planning and strategic scaling.

- **Financial Governance:** Reconciled and logged premium internal reinsurance rates across four major accounts using First (Chubb's MIS system), ensuring 100% accuracy in financial records
- **Process Automation:** Established an automated reporting process using Excel Pivot Tables and VBA macros, reducing ETL processing time by 50% and eliminating manual data entry errors
- **Strategic Reporting:** Produced and delivered 100% of weekly financial reports for continuous accounts on schedule; provided developmental variance analysis that informed strategic planning and optimised resource allocation for senior management
- **Risk Mitigation:** Analyzed domestic and international reinsurance contracts to update policies and ensure regulatory compliance, mitigating risk exposure

- **Fiscal Integrity:** Reconciled 500+ monthly transactions with 99.8% ledger accuracy, identifying discrepancies using SQL queries to maintain data integrity.
- **Operational Speed:** Accelerated monthly close cycles by 2 days through optimized transaction reporting and audit checks.

KEY PROJECTS & ACHIEVEMENTS

- **Revenue Protection (Customer Churn Analysis):** Built a predictive model using R and NLP with **88% accuracy** to identify at-risk revenue streams, providing actionable retention strategies to stakeholders.
- **ROI & Performance Drivers (Yield Analysis):** Applied regression analysis in Python to isolate variables driving output; modeled on a "Maize Production" case study to quantify the direct ROI of operational investments.
- **Financial Governance & Equity (HR Benchmarking):** Created a Power BI dashboard using advanced DAX to audit salary equity and benefit spend, identifying **\$50K in annual optimization opportunities**.
- **Tactical Business Intelligence (Sales Performance):** Developed an interactive Excel dashboard for T&K Mart that identified top-performing regions, resulting in a **12% increase in Q1 sales**.
- **Capital & Operational Risk (Forex/Market Analysis):** Backtested trading strategies and technical indicators in Python, achieving a **15% simulated return** and demonstrating expertise in risk-based strategic planning.

EDUCATION & CERTIFICATIONS

BSc Information Technology (*Final Year*)

National Open University of Nigeria (NOUN) · Due to Complete 2026

Diploma in Data Analytics

Vephla University · Completed April 2024

REFERENCES

Available upon request