

KWABENA APPIAH BOAKYE

Aspiring Data Analyst | Excel & Data Entry

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SUMMARY

Motivated first-year Construction Management and Technology student with a completed online certification in Microsoft Excel and a growing portfolio of practical data projects. Seeking beginner-level remote roles in data entry, data analysis. Strong attention to detail, eager to learn, and ready to deliver clean, organized work.

TECHNICAL SKILLS

- Microsoft Excel: Data sorting, SUM and percentage formulas, IF formulas, basic pivot table concepts, charts, and dashboard creation.
- Soft Skills: Attention to detail, time management, remote communication, willingness to learn.
- Languages: English (Fluent).

PORTFOLIO PROJECTS

View full portfolio here: [[Google Drive Link](#)]

Sales Dashboard | Microsoft Excel

- Built an interactive dashboard to track and visualize sales data.
- Used SUM formulas and charts to summarize performance and identify trends.

Expense Tracker | Microsoft Excel

- Designed a budget tracking tool using SUM and pie charts to categorize expenses.
- Provided a clear visual breakdown of spending to support better financial decisions.

EDUCATION & CERTIFICATIONS

B.Tech in Construction Management and Technology | Koforidua Technical University | Expected [2029]

- Currently in first year.

Introduction to MS Excel | Simplilearn | SkillUp | Completed September 2026

- Certificate Code: 10742744
- Covered data analysis, formulas, charts, and basic dashboard creation.

EXPERIENCE

No formal work experience yet. Actively seeking first remote role to apply Excel and data skills.