

Bianca

Data Analyst | Operational Management | Project Management

Kuilsriver, South Africa

ROOCRUIT

PROFESSIONAL SUMMARY

Accomplished Data Analyst, Project Manager, and Logistics Specialist with extensive experience in data analytics, reporting, and strategic planning. A highly ambitious and professional leader, I possess the ability to design and implement strategic plans while developing high-performing teams within medium to large organizational structures. Result-driven and detail-oriented, I excel at managing strict deadlines and complex operational workflows independently or as part of a collaborative group.

KEY SKILLS

- **Data Analysis:** Power BI, Advanced Excel (VLOOKUPS), Data Mining (KDD)
- **Operations:** Logistics & Administration, Stock Control Systems, POS
- **Management:** Project Coordination, Timeline Management, Group Leadership
- **Software:** Sage Pastel, IQ Retail, MS Office Suite (Word, PowerPoint)
- **Strategic:** Budget Planning, Sales Statistic Analysis, Critical Thinking
- **Soft Skills:** Negotiation, Time Management, Excellent Communication
- **Business Admin:** HR Management, Client Liaison, Bookkeeping

PROFESSIONAL EXPERIENCE

Data Analyst & Operational Management

2016 – Present

E-commerce & Accessories Retailer

Logistics & Administration Focus

- Oversee comprehensive logistics, administration, and sales reporting.
- Manage bookkeeping and budget planning for the organization.
- Maintain stock control systems and Point of Sale (POS) operations.
- Direct product buying and supplier negotiations.
- Serve as HR Manager and primary client liaison for queries.
- Analyze sales statistics to drive business growth and operational efficiency.

Managing Director / COO / HOD Data Analysis

2001 – 2015

International Data Aggregation & Analysis Firm

Data Mining (KDD) and Knowledge Discovery Specialist

- Led data operations for a major South African publishing meta-database containing approximately 5.3 million titles.
- Managed the aggregation and data mining for 122,000 imprints across 1,335 publishers and distributors.
- Spearheaded international and national data aggregation projects, applying Knowledge Discovery in Data (KDD) methodologies.
- Responsible for strategic operational management and overseeing large-scale data analysis teams.
- Ensured data accuracy and integrity across diverse datasets representing African heritage and international titles.

EDUCATION

National Diploma: Information Technology

University of Cape Town (2004)

Matric Certificate

Parel Vallei High School (1999)

TECHNICAL EXPERTISE

- **Data Visualization:** Currently studying/applying Power BI for advanced visual insights.
- **Financial & Retail Systems:** Proficient in Sage Pastel and IQ Retail.
- **Project Management:** Expert in managing project timelines, projections, and deadlines for large groups.

LANGUAGES

- English (Fluent)
- Afrikaans (Fluent)

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