# Gbemisola Adetoun Anne Oni

*LLB-qualified professional with hands-on contracts administration and procurement reporting*

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## Professional Profile

Law graduate with practical experience supporting procurement workflows and contract reporting on large, complex infrastructure and technology programs. Combines a legal foundation with strong data analytics skills to manage contract data, improve reporting, and support commercial decision-making. Experienced in supplier performance tracking, regulatory compliance (GDPR, AML, ISO 27001), and using data-driven insights to support project delivery. Certified Data Management Professional (CDMP-Associate) recognized for reporting automation, process improvement, and stakeholder collaboration.

## Core Competencies

- Contracts & Procurement: Contract administration, supplier tracking, risk and compliance reporting, procurement lifecycle support
- Legal & Governance: LLB-qualified, experience in contract law, governance frameworks, and policy compliance
- Data Analytics: Data mining, dashboard design, predictive analytics, and reporting automation (Power BI, Tableau, AWS QuickSight)
- Tools & Platforms: Power BI, Tableau, SAP BI/BW, MS Dynamics, Unifier, SQL, Python, R, Primavera P6

## Professional Experience

**Data Analyst & Visualization Specialist – Bechtel (NEOM Trojena Project, Saudi Arabia, Remote – Ireland)**
**November 2023 – Present**

- Migrated the Procurement Status Report from Excel to Power Apps, improving milestone tracking and supplier visibility.
- Linked Unifier and Power BI to automate invoice and contract reporting, enhancing forecasting and compliance.
- Designed dashboards integrating procurement, engineering, and cost data for decision-making.
- Recognized for outstanding performance and contributions to reporting automation and stakeholder engagement.
- Collaborate with the planning team and engineering managers to produce progress management reports and ensure metrics (forecast and actual) and progress (% completion) are accurate.
- Monitor and report engineering/design and construction progress.
- Partake in various client facing meetings to improve reporting requirements.
- Interface with designated Bechtel & NEOM management and functional counterparts in support of project initiatives/requirements.
- Automating reporting processes where possible to save time and boost data accuracy.

**Reporting Analyst - Accenture, Ireland**
**May 2021 – June 2023**

- Supported procurement and risk reporting by building dashboards and implementing privacy-by-design practices.
- Automated reporting workflows, reducing administrative effort by 11%.
- Integrated NLP to enhance contract analytics and compliance monitoring.
- Contributed to business decisions by developing and implementing visualizations/reports for various teams, effectively presenting complex data to key stakeholders and executives
- Conducted audits to ensure global leads and quality analysts were compliant with data privacy and retention policies

- Managed user accounts, roles, and permissions across multiple data platforms, maintaining an accurate record of access privileges.
- Provided training and support on reporting platforms and data access policies (best practices)

**Data Consultant - Datadote, UK**
**July 2016 – March 2021**

- Delivered data governance, migration, and visualization solutions for clients.
- Implemented data validation processes reducing errors by 15%.
- Built executive dashboards combining procurement, finance, and operations metrics.
- Developed interactive and user-friendly dashboards using Tableau and Power BI, leading to an increase in user engagement and data-driven decision-making.
- Ensured data privacy and security by implementing best practices, resulting in full compliance with industry regulations and no data breaches.
- Established data governance policies and procedures, ensuring data integrity and consistency across the organization.

**Product Analyst - Epson Europe, UK**
**November 2012 – May 2015**

- Supported Tier-2 customer contracts and rebate payment system administration.
- Developed tools for sales and pricing analysis, improving commercial decision-making.
- Increased data accuracy from 75% to 90% through improved data integration.
- Collated multiplatform data, including SAP CRM, to generate insights on the performance of Epson's products across EMEA.
- Created and updated monthly forecast, business planning and midterm planning reports.
- Supported product life cycle management by providing market data reports for category management and other reporting needs.
- Maintained master data in SAP BW

**Business Analyst - 21st Century Technologies Limited, Lagos (August 2010 – June 2012)**

**System Compliance Analyst - Cummins, UK (September 2008 – June 2010)**

**Education**
- LLB - Law, London Metropolitan University, UK
- MSc – Internet Computing & Network Security, Loughborough University, UK

**Certifications**
- Certified Data Management Professional (CDMP – Associate), DAMA, 2022
- Data Governance, Data Security, Data Management Process, R Programming, Exploratory Data Analysis

**Professional Membership**
- Member, DAMA International

**Selected Achievements**
- Developed procurement reporting dashboards used by Bechtel and NEOM leadership.
- Led contract reporting automation initiatives, improving accuracy and reducing manual workload.
- Recognized for outstanding performance, mentorship, and client satisfaction.

**References**
Available on request