

AYOMIDE ELIJAH ODESOLA

PERSONAL

INFORMATION

D.O.B – 20th January, 2003.

Nationality - Nigerian

State of Origin - Oyo

CONTACT

📍 Lagos, Nigeria.

☎ +234 805 813 3201

✉ 1ayomideodesola@gmail.com

REFERENCES

Available Upon Request.

CAREER OBJECTIVE

Detail-oriented and dedicated Data Entry/Typist professional with years of experience in managing data, ensuring accuracy, and delivering high-quality work within tight deadlines. Proficient in document typing data organization and using tools like Microsoft Excel, Google Sheets, Microsoft Word and Online Forms. Seeking a position to leverage my skills in a dynamic environment while contributing to organizational success

SKILLS

- **Typing Speed and Accuracy:** Fast and accurate typing skills.
- **Data Management:** Proficient in entering, updating and maintaining accurate data in spreadsheets and databases.
- **Software Proficiency:** Skilled in Microsoft Excel, Word, Google Sheets and Data entry Software
- **Attention to Details:** Meticulous in identifying and correcting errors to ensure data integrity.
- **Organization and Prioritization:** Excellent organizational skills to manage and retrieve data efficiently.
- **Communication:** Strong written and verbal communication skills for collaboration and reporting.
- **Adaptability:** Quick learning of new tools and techniques, with a proactive approach to challenges.

PROFESSIONAL EXPERIENCE

Data Entry Specialist/Typist

Life-Baker International School, Nigeria.

2020 - 2021

Roles

- **Exam Questions Preparation:** Typed and formatted exam questions, ensuring accuracy and adherence to the school's standards.
- **Student Database Management:** Entered and updated new student details on the school's website, maintaining organized and accessible records.
- **JAMB Registration Coordination:** Accurately entered and managed student details on the JAMB portal during registration periods, ensuring timely and error-free submissions.
- Collaborated with staff to streamline data entry processes and support administrative efficiency.
- Maintained confidentiality and data security in compliance with school and regulatory policies.

PROFESSIONAL EXPERIENCE

Typist/Data Entry Expert

Docuwise Nigeria Limited, Lagos, Nigeria. 2024 - Present

Roles

- **Customer Service:** Attended to clients requiring typing and data entry services, ensuring professionalism and prompt delivery of result.
- **Document Preparation:** Typed and formatted a wide range of documents, including official forms, letters, and reports, with a focus of accuracy and presentation.
- **Form Filling Assistance:** Assisted clients in completing and submitting forms, ensuring all required fields were accurately filled.
- **Data Entry Tasks:** Entered and organized data into digital formats, maintaining clarity and ease of access for both clients and the company.
- **Process Optimization:** Provided input to improve data handling procedures, enhancing workflow efficiency.
- Maintained confidentiality and upheld company standards for data security and client privacy.

FREELANCE DATA ENTRY PROFESSIONAL

Self-Employed

Roles

- Provided data entry and document typing services to clients across various industries.
- Delivered accurate work within agreed timelines, ensuring client satisfaction.
- Used tools like Excel and Word to Organize and format data for professional presentation.

EDUCATION

The Polytechnic, Ibadan, Nigeria.

National Diploma in Computer Engineering 2021 – 2023

Uncommon Favour Academy

Senior Secondary Certificate Examination 2013 – 2019

Creative Mind Academy

First Leaving School Certificate (FLSC) 2007 – 2013

Emmafelic Computer Institute

Acquired proficiency in using Computer systems and Microsoft Applications.