

# Olabisi Victor

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## Professional Summary

Entry-level Data Entry Assistant with experience supporting nonprofit and administrative teams through accurate data entry, document verification, and spreadsheet management. Skilled in Microsoft Excel, database organization, and digital file management. Known for fast typing speed (80 WPM), attention to detail, and maintaining data confidentiality. Seeking to contribute strong administrative and data management skills in an entry-level data or administrative role.

## Core Skills

- Microsoft Excel (sorting, formulas, data cleaning)
- Microsoft Word and PowerPoint
- Data Entry and Database Management
- File Scanning and Digital Indexing
- Document Verification and Validation
- Typing Speed: 80 WPM
- Graphic Design (CorelDRAW, Canva)
- Software Installation

## Professional Experience

### **Data Entry Intern** – NGO Organisation, Lagos | Jun 2024 – Present

- Logged over 500 participant records into organizational database with 100% accuracy.
- Verified and validated source documents before data entry to maintain data integrity.
- Collaborated with office manager to digitize over 5 years of legacy paper files.
- Used Excel formulas to identify duplicate records and errors, improving mailing list processing by 25%.

### **Graphic Designer** – Mutiu Arts and Design, Adetola Lagos | Nov 2022 – Apr 2024

- Designed logos, flyers, business cards, and brand assets for clients.
- Created social media graphics for Instagram, LinkedIn, and Facebook campaigns.
- Developed reusable templates for marketing materials.
- Produced posters and brochures used for advertising and promotions.

## Education

Bachelor of Science (B.Sc.) in Mathematics – University of Ibadan, Ibadan, Oyo State, Nigeria (Feb 2024)

## Certifications

- ALX Virtual Assistant – 2024
- DataCamp: Introduction to Excel, Data Visualization in Excel, Data Analysis in Excel, Data Preparation in Excel – 2025