

Obisesan Anuoluwapo

Ile-Ife 220006

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+234 915 295 2434

Reliable freelance writer and Data Entry Specialist with 6 years of experience entering findings into large databases. Dedicated professional utilizing technology to store and work with data. Excellent at communicating, writing and editing. Keen attention to detail and focused on meeting deadlines.

Willing to relocate: Anywhere

Personal Details

Currently Employed: Yes

Date of Birth: 1999-04-08

Highest Level of Education: Undergraduate

Industry: Administrative Assistance, Banking & Finance, Community & Social Service, Education & Instruction, Electrical Engineering, Human Resources, IT Operations & Helpdesk, Information Design & Documentation, Information Technology, Installation & Maintenance, Management, Mathematics, Media & Communications, Other, Production & Manufacturing, Social Science, Software Development, Sports

NYSC Status: Not Applicable

Work Experience

Personal Assistant

Kingdombound Children Ministry - Wolverhampton

September 2023 to Present

- PowerPoint presentation design
- Graphics design
- Website and portal management
- Uploading of texts
- Online study attendance
- Video editing

Data Entry Specialist

Victors Computer Institute, Osun State - Moro, Osun State, Nigeria

March 2022 to Present

- Operated statistical and database management software to facilitate data entry, cross-team collaboration and report compilation.
- Transferred data from hard copy to computer files and database systems.
- Checked completed work for errors to make necessary corrections.
- Adjusted settings for format, page layout, line spacing and other style requirements.

- Typed information and data provided by customers, verifying data integrity and completeness for recordkeeping accuracy.
- Compared transcribed data with source documents to correct any errors.
- Checked and monitored work of experienced data personnel for accuracy.
- Freelance writer.
- WordPress developer

Computer Operator

Victors Model School, Moro - Ile-ife, Osun
February 2022 to Present

- Uploading of students details into the database
- Registration of students online
- Managing of the school website
- Production of school results and questions
- Students Admission
- Online Exam registration e.g. WAEC Registration, NECO Registration, etc.

Web developer

D-MERCY TECH - Osun State
February 2021 to Present

- Web design
- Web development
- Freelance writer
- Coding (HTML, CSS, JavaScript, etc)

Computer Operator

Yintos Multimedia - Oyo
August 2016 to November 2017

- Graphics design
- Documentation
- Video editing
- Photo editing
- Video coverage

Education

Bachelor of Science in Mathematics and Computer Science

National Open University of Nigeria - Osogbo
December 2022 to Present

NCE in Mathematics and physics

Foreignlinks College of Education, Moro - Ile-ife, Osun
April 2018 to September 2020

Skills

- Microsoft Excel (5 years)

- Graphics design (6 years)
- Microsoft Word (6 years)
- Microsoft PowerPoint presentation (5 years)
- Data Entry (4 years)
- pdf conversion (4 years)
- document conversion (4 years)
- Web design (5 years)
- Mobile App Development (5 years)
- Online Uploading (6 years)
- Creation of Advertisement (4 years)
- Basic Computer Skills (6 years)
- WordPress developer (4 years)
- Freelance writer (4 years)

Links

[linkedin.com/in/obisesan-anuoluwapo-015096216](https://www.linkedin.com/in/obisesan-anuoluwapo-015096216)

Certifications and Licenses

certified computer operator

January 2015 to Present

certified computer specialist

April 2015 to Present