



David Ajani

Data Entry and processing Officer

Detail-oriented professional with experience in records management, Microsoft Office and customer service. Frequently praised as hard-working by peers, I can be relied upon to help your company achieve its goals. Adaptable student with knowledge of classroom management, course design and curriculum development.

✉ tripplegee009@gmail.com

📍 Lagos, Nigeria

🌐 linkedin.com/in/ajani-david-45aa9622a

📞 2349028318591

🌐 drtech.com.ng

📺 live:.cid.fee69bba87a62886

WORK EXPERIENCE

COMPUTER TEACHER , DATA ENTRY OFFICER. JADOF COLLEGE.

12/2020 - 04/2023

Educational.

Lagos, Nigeria.

Achievements/Tasks.

- Taught assigned computer courses and labs to foster experienced learning
- Used lectures, demonstrations and discussions to instruct students individually and in small groups.
- Tested and evaluated student progress to determine effectiveness and impact of teaching methods, materials and projects.
- Trained and developed students' skills in word-processing, spreadsheet and database programs.
- Scanned documents and saved in database to keep records of essential organizational information.

Contact : Mr Charles , Principal JADOF COLLEGE. - 08035255507

IT OFFICER WORKPOD NG

06/2023 - Present

A shared office co-working space

Ikoyi, Lagos

Achievements/Tasks

- **responsible for troubleshooting computer issues and providing technical support to company employees, clients and other system users**

COMPUTER TEACHER ELITE TUTORS

02/2020 - 12/2020

TUTORIAL CENTRE

Lagos, Nigeria

Achievements/Tasks

- Managed and maintained computer systems, equipment and mobile devices by troubleshooting hardware and software issues, cleaning out keyboards and wiping down computer surfaces.
- Trained and developed students' skills in word-processing, spreadsheet and database programs.
- Taught correct hand placement for typing and basic computer skills.

EDUCATION

COMPUTER SCIENCE LASPOTECH

10/2017 - 11/2020

Courses

NIGERIA

- National Diploma in Computer Science

SKILLS

Collecting information

Mail handling

Word processing

Office Equipment

Data processing

Database Administrator

Networking

Website Design

Information processing

Graphics design

Microsoft office suite

Efficient Data entry

Databse uploading

PERSONAL PROJECTS

drtech.com.ng

Vkconcept.com.ng

Jadof college.com

- With my widely knowledge skill and high experienced level in web design, was able to build several user friendly websites

INTERESTS

Crypto jobs

Marketing

Hiking

Playing Games