

ADEKUNLE ADERIBIGBE

Data Entry Clerk

204 Boteler Street
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SUMMARY OF QUALIFICATIONS

- 6 Years of Experience in Data Entry: Proven track record in accurate and efficient data management.
- Certification in Information Technology, Data Processing, and Desktop Publishing: Strong foundation in IT principles and practical skills.
- Proficient in English: Excellent written and verbal communication skills.
- Advanced Software Skills: Expertise in Microsoft Word, Excel, Photoshop, CorelDRAW, Outlook, and other relevant software.
- Relevant Accomplishments: Achieved [specific accomplishment] that demonstrates ability to meet job objectives.
- Basic Knowledge of Database Management Systems: Understanding of database principles and practices.
- Excellent Attention to Detail and Organizational Skills: High level of accuracy and effective time management.
- Fast and Accurate Typing Skills: Typing speed of 60 WPM, ensuring quick data entry without compromising accuracy.

WORK EXPERIENCE

Job Title 2014-2021

Chi Farms Ltd, Ibadan, Nigeria

- Entering and updating data accurately and efficiently into the company's database.
- Verify and correct data entries to ensure data integrity.
- Handle confidential information in compliance with company policies.
- Collaborate with team members to streamline data entry processes.

Job Title 2007-2013

Ecobank Nigeria Ltd, Lagos, Nigeria

- Tasks/duties that are relevant to the new job objective
- Cash received and payment and posting of the transaction slips.
- Acceptance and Posting of cash deposit
- Acceptance of Bills of collection i.e light bill, water bill and other utility bills transactions
- Maintained accurate records and files.
- Performed regular data backup to ensure data safety.

EDUCATION

B.Sc/Economics 2014

University of Ibadan, Ibadan, Nigeria

National Diploma/Computer Science 2003

Esa-Oke Polytechnic, Osun State, Nigeria