

# ABIODUN AJANI

## IT SUPPORT



### CONTACTS

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101233, Nigeria



### LINKS

LinkedIn:  
<http://www.linkedin.com/in/ajani-abiodun>

### SKILLS

- Problem-solving and troubleshooting
- Hardware and software Support
- Team Collaboration
- System Installation and Maintenance
- Accurate Data Entry
- Organization Skills
- Advance Microsoft Excel Functions
- Tech Support

### LANGUAGES

English

Yoruba

### PERSONAL DETAILS

#### Nationality

Nigerian

#### Marital status

Single

### WORK EXPERIENCE

#### Data Entry Specialist, CEDAR PROCURING & ENGINEERING NIGERIA LIMITED. Lagos, Nigeria.

Aug 2020 - Present

- Assisted the lien department by updating over 20 clients information using excel.
- Maintain and manage data entry requirements by following data program techniques and procedures.
- Trained and mentored new employees on proper protocols, works standard and in updating client's information.
- Fulfilled all general duties such as preparing, checking, verifying and processing client's data and information.

#### Data Entry Specialist, CPEL ENGINEERING LIMITED, Lagos, Nigeria.

Oct 2018 - Feb 2020

- Collect data from sales, marketing, and finance departments to use in establishing organizational structure.
- Organized quarterly projection data gathered by senior analysts in an orderly way for executive management.
- Assisted superiors with interpreting data and compiling it in an organized manner.
- Participated in collecting, organizing, and interpreting data along with fellow colleagues.

#### IT Support, RAYSTAL LIMITED, Lagos, Nigeria.

Sep 2017 - Aug 2018

- Research, identify and appraise emerging technologies, hardware and software to provide strategic recommendations for continuous improvements.
- Contributes to the successful delivery of large scale company projects, such as computer systems upgrade, and office 365 migration within the specific timeline and budget by collaborating with the technical teams.
- Monitor the network and the provider to ensure better stability of the internet in the organization.

### ABOUT ME

Motivated, team work-oriented, solution focused IT professional with 7+ years remarkable experience in providing technical support to clients and companies. To work in an organization where hard work and quality service is of great value in ensuring the organizations profitability as well as availing me the opportunity of facing challenges thereby developing myself.

### EDUCATION

#### Bachelor of Science, Federal University of Ilorin, Ilorin, Nigeria

2016

Bachelor of Science in Agriculture

#### SSCE, School of Science, Osun Nigeria

2011

Senior Secondary School Certificate Examination

### HOBBIES

Making Research, Reading and Traveling