

Temitope Joseph Orubuloye

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Church road kabala doki, Kaduna, Nigeria

PROFESSIONAL SUMMARY

Knowledgeable Computer Operator, effective at setting controls and running specific daily tasks. Collaborative and communicative with proven history of quickly fixing minor issues and helping resolve more advanced problems. Meticulous in data management procedures. Dependable Computer Operator specializes in accepting, transmitting and storing sensitive customer data. Maintains strict adherence to applicable regulatory and legal requirements to mitigate risk and liability.

KEY COMPETENCIES

Customer Service	Information Analysis	Strong interpersonal skills
File Transfer	Critical thinking skills	Blogging
Website Development	Excellent communication skills	Website Modification

PROFESSIONAL EXPERIENCE

Emperor Concepts

November 2022 - Till date

Blogger / SEO content Writer

Worked as a blogger and a search engine optimization(SEO) content writer

Fina white House Hotels

February 2020 - November 2022

Receptionist Receptionist

Worked with Excel and registration of clients as a front desk attendant (Receptionist)

Khemsafe Computer Institute

April 2017 - September 2017

Tech student

Studied Basics of website development, graphic designs, as a student

Bindave

March 2013 - September 2016

Machine/computer operator

Prepared and served a variety of beverages with precision and creativity, consistently meeting or exceeding quality standards, and receiving compliments for latte art and presentation.

EDUCATION & CERTIFICATIONS

Federal Polytechnic kaura Namoda

Ordinary National Diploma

Louisana De prince

Secondary

St. Michaels / First African

NurseryPrimary

EXTRACURRICULAR ACTIVITIES

Asap Prime Tech Agency

Web developer, Graphic Designer and social media manager

Emperor Concepts

Blogger / SEO content Writer