

OJO Oluwabusayo Racheal



PROFILE

Proficient in Microsoft Word, Microsoft Excel, Microsoft Dynamics

CONTACT DETAILS

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09057080199

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HOBBIES

Singing and reading

BIO-DATA

Date of Birth : August 27, 2002

Place of Birth: Somolu, Lagos

State of Origin: Osun

Local Government: Ori-Ade

Gender : Female

REFERENCE

Available Upon Request

ACADEMIC QUALIFICATION/CERTIFICATION

Lagos State University (Bsc Computer Science Partime-Studies)	Ongoing
Grace Polytechnic, Omu Ogun State (OND—Ordinary National Diploma)	2020
Macom Computer Services (Certificate in Data Processing)	2018
Ogunmodede Senior College, Epe, Lagos, (Senior Secondary School Certificate)	2018
Elbossa Secondary School, Epe, Lagos, (Senior Secondary School Certificate)	2015

WORK EXPERIENCE

2019/2020:	IT Worx—Mary Land, Lagos
Position:	Dynamics NAV Functional Consultant (SIWES)
<ul style="list-style-type: none">◆ User support◆ Migrating data from Microsoft Excel to Dynamics NAV◆ Training support of staff◆ Training of front end users on the ERP modules◆ Resolution of issues affecting users	
2018/2019:	Macom Ventures
Position:	Data Entry Clerk
<ul style="list-style-type: none">◆ Preparing documents for data entry◆ Entering of data into Microsoft Excel◆ Record all task and activity◆ Prepare and submit reports	

Computer Skill

Very good knowledge of:

- Microsoft Excel
- Microsoft Word
- Microsoft Dynamics Nav
- Internet browsing
- Windows Operating System
- HTML