

Ajayi Mary Oyenike

Computer Scientist

A young female computer science graduate with an excellent analytical brain, good communication skills, strong organizational skills with good ability to lead, follow and work well in a team. I aim at working in a stimulating environment where my potentials will be developed and fully utilized while attaining a comprehensive professional growth..



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📍 Oyo State

WORK EXPERIENCE

Administrative Assistant Bondsystem IT Company

01/2017 – 12/2017

Nysc

Ibadan, Oyo State

Achievements/Tasks

- Attending to customers requests
- carry out administrative tasks
- dealing with incoming emails and posts

Customer Service Personnel Apeks Microfinance Bank

01/2014 – 11/2014

Mandatory One Year Industrial Attachment

Ilorin, Kwara State

Achievements/Tasks

- Managed vouchers and ensure proper entries are made
- Receive complains from customers and offer solution

Computer Operator Danite Nigeria Limited

08/2012 – 12/2012

Mandatory Siwes Training

Ilorin, Kwara State

Achievements/Tasks

- Set controls on computers and peripheral devices
- Assist customers with online processings & computer tasks
- managing backup systems

EDUCATIONAL BACKGROUND

Higher National Diploma in Computer Science Kwara State Polytechnic

2014 – 2016

Ilorin, Kwara State

Ordinary National Diploma in Computer Science Kwara State Polytechnic

2011 – 2013

Ilorin, Kwara State

Senior School Certificate St. Anthony Secondary School

2003 – 2009

Ilorin, Kwara State

First School Leaving Certificate St. James Primary School

1997 – 2003

Ilorin, Kwara State

SKILLS

Excellent written and verbal communication skills

Experience with office management software like Microsoft office(ms word, power point and ms excel)

Strong organization skills with a problem-solving attitude

Result driven thinking and Idea generation trait

Accuracy and attention to detail

Ability to work with little or no supervision

Training flexibility (Trainable)

SPECIAL COMPUTER SKILLS

Programming in java

Designing using Dreamweaver

Writing html & CSS codes

CERTIFICATES

Certificate of National Services (2017)

National Youth Service Corps

Higher National Diploma in Computer Science (2016)

Upper credit Division

Ordinary National Diploma in Computer Science (2013)

Upper credit Division

National Examination Council (2011)

National Examination Council

National Business & Technical Board (2010)

Nabteb

First School Leaving Certificate (2003)

First School Leaving (Elementary VI) Certificate Examination

LANGUAGES

English ● ● ● ● ●

Yoruba ● ● ● ● ●

INTERESTS

Reading

Meeting People

Scrabble

Traveling