

AGBADAOLA TEMITOPE SAMUEL

Data Entry Clerk

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PROFESSIONAL SUMMARY

I am an experienced Data Entry Clerk with great attention to detail and accuracy as well as two years of experience in data input and management, updating the databases and verifying the information. Knowledgeable in Microsoft Office Suite and making use of data management software.

WORK EXPERIENCE

Data Entry Clerk | ABUAD Chamber | Lagos

Feb 2024 – present

- Entered and maintained large volumes of data in company systems with accuracy.
- Verified and corrected data inconsistencies across multiple documents.
- Prioritized and managed multiple tasks to meet deadlines.

Administrative Assistant | Joyous Consult Limited | Lagos

Mar 2023 – Dec 2023

- Managed daily entry of client information into CRM systems.
- Processed forms, applications, and reports in a timely manner.
- Provided administrative support including filing, printing, and scanning documents.

EDUCATION

Ordinary National Diploma in Data Science

Federal Polytechnic, Ado Ekiti – Ekiti State.

Jan 2018 – Jan 2023

KEY SKILLS

- Fast and accurate typing
- Microsoft Excel and Word
- Data verification and validation
- Attention to detail
- Time management