

Senior Data Entry Officer Senior Data Entry Officer Senior Data Entry Officer Cajon, CA Work Experience Senior Data Entry Officer ALPMED INTERNATIONAL and INVESYMENT LIMITED November 2015 to September 2017 Worked under the guidance of a fellow to deliver error free data entry Reviewing data for deficiencies or errors, correct errors if any and check output correcting any incompatibilities and checking output Comply with data integrity and security policies and keep information confidential verifying accuracy and sorting information to prepare source data for computer entry Research and obtain information for incomplete document Apply data programs technique and procedures. Keep information confidential Database Administrator BOYEMCY NIGERIA LIMITED - Lagos, NG September 2013 to September 2015 Worked under the guidance of my senior colleagues i was able to achieved the following: Oracle 10G and 11G installation and maintenance, Linux Operating system installation, Implementation and using of SQL plus and SQL developer, Using of enterprise manager Partitioning of window operating system Formatting of computer Comply with data integrity and security policies Database Administrator Intern December 2012 to August 2013 With the support of my supervisor I Install and format the hospital computers Installation of Oracle database Handle the records of in-patient and out-patient for the hospital using SQL language queries. Education Masters University of South Africa 2010 Skills DATABASE (2 years), ORACLE (2 years), SQL (2 years), FILE (Less than 1 year), MICROSOFT OFFICE (Less than 1 year) Additional Information AREAS OF EXPERTISE Microsoft Office Oracle SQL database (Beginner) Installation of computer software, windows and other operating system Internet Savvy Conversion and compression of file Formatting of computer.

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