

Aminat Oluwademilade Muritala

✉ ma.oluwademilade@gmail.com

☎ +2349044170760

📍 8, Olayiwola Street Badore Ajah Lagos

🚩 Nigerian

♀ Female

👤 Single

🌐 <https://oluwademilademuritala.my.canva.site/>

🌐 [linkedin.com/in/aminatmuritala1b5aa1207](https://www.linkedin.com/in/aminatmuritala1b5aa1207)

Profile

I am a detail-oriented and adaptable individual with a passion for organization, problem-solving, and efficiency. With a background in Computer Science and expertise in Virtual Assistant I thrive on streamlining tasks, improving workflows, and helping businesses run smoothly. I enjoy finding smart solutions and leveraging tools that enhance productivity while ensuring a seamless experience for clients.

Professional Experience

2024/05 – 2025/03
Lagos, Nigeria

Enrichment Program Tutor (Part-Time)

Code Tree Academy

- Maintained detailed student records and progress reports.
- Designed and implemented structured educational programs.
- Coordinated schedules and organized learning materials efficiently

2024/08 – 2024/12
Lagos, Nigeria

Executive Assistant (Part-time Remote)

Code Tree Academy

- Provided high-level administrative support to the leadership team, ensuring efficient office operations.
- Managed the executive's calendar, scheduling appointments, meetings, and events to maximize productivity.
- Handled confidential documents, maintaining discretion and professionalism in all tasks.
- Assisted with organizing and coordinating events, ensuring smooth execution and attention to detail.
- Drafted and proofread internal and external communications, ensuring clarity and accuracy. Enrichment Program

2017 – 2024
Lagos, Nigeria

Cashier (Assistant / Finance Manager)

Bet9ja KC Gaming Network

- Processed bets and payments efficiently, ensuring accuracy and smooth transactions.
- Handled customer complaints and resolved issues in a professional manner to maintain customer satisfaction.
- Oversaw betting terminals, ensuring optimal operation and customer service.
- Counted money and audited drawers to reconcile discrepancies, ensuring financial accuracy.
- Provided exceptional customer service, assisting clients with inquiries and offering refreshments.
- Maintained the integrity of the financial system, verifying cash totals and ensuring compliance with company policies.

2016 – 2017
lagos, Nigeria

Computer Operator

Seaside Cybercafe

- Operated computers to provide essential data and performed defined tasks according to documented instructions.
- Made changes to documentation as required, ensuring the accuracy of information.

- Studied production schedules to determine the sequence of operations, optimizing workflow.
- Prepared equipment for operation by accessing software and ensuring proper functionality of systems.

Education

2018 – 2023 Kwara State, Nigeria	Federal Polytechnic, Offa <i>Higher National Diploma (HND)</i> Computer Science
2024	ALX AFRICA Virtual Assistant Program Mastercard Foundation 2024

Skills

Microsoft Word	● ● ● ● ●	IT Savvy	● ● ● ● ●
Email Management	● ● ● ● ●	Patience and Adaptivity	● ● ● ● ●
Strong Work Ethic	● ● ● ● ●	Communication skill	● ● ● ● ●
Organization and Time Management	● ● ● ● ●	Problem Solving	● ● ● ● ●
Proactive	● ● ● ● ●	Microsoft Powerpoint	● ● ● ● ●
Interpersonal skill	● ● ● ● ●	Slack	● ● ● ● ●
Travel Itinerary	● ● ● ● ●	Calendar Management	● ● ● ● ●
Google Workspace	● ● ● ● ●	Travel Arrangement	● ● ● ● ●
Taskade	● ● ● ● ●	HTML/ CSS	● ● ● ● ●

Courses

2024	Virtual Assistant <i>ALX AFRICA</i>
2023 Johannesburg, South Africa	What is entrepreneur? <i>University of Johannesburg</i>
2024	Web Development Bootcamp Ongoing

Languages

- English