

## AYINDE ELIZABETH

ayindeayomide7@gmail.com | +2349059972694 | 16, Jire Aransi Close|  
https://www.linkedin.com/in/ayindeayomide

### SUMMARY

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- Enthusiastic team player.
- Excels in providing exceptional service to clients.
- Analyzed and maintained various accounting activities.

### EDUCATION

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**University of Ibadan** – Ibadan, Nigeria  
BA, European Studies

**June 2019– November 2024**

**ALX Africa** - Virtual Assistant Program

**July 2022 - present**

### WORK EXPERIENCE

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**Sales Representative** - Olajide Stores

**May 2017 - December 2018**

- Prepared monthly and weekly reports.
- Gave sales presentations to clients.
- Collected bills and Managed accounts.

**Teacher** - Olubunmi Divine College

**January 2018 - September 2018**

- Worked closely with other teachers to ensure all avenues of the curriculum are met and delivered lessons to the students.
- Encouraged students to develop interest in language learning.
- Established and maintained rapport with other staffs, students

### VOLUNTEER ACTIVITIES

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**Personal Assistant** - To my Cousin

**December 2018 - May 2019**

- Planned and Organized schedule.
- Arranged meetings and appointments.
- Efficiently administered a variety of accounting activities.

### SKILLS

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Coding skills

Translating skill

- HTML 5
- CSS 3
- JAVASCRIPT

### INTERESTS

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Learning Languages

Technology

Data Analysis

### LANGUAGES

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- Yoruba - Native                      • English - Expert                      • French - Conversational  
• Russian - Intermediate

