

AYINDE ELIZABETH

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SUMMARY

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

EDUCATION

University of Ibadan – Ibadan, Nigeria
BA, European Studies

June 2019– November 2024

ALX Africa - Virtual Assistant Program

July 2022 - present

WORK EXPERIENCE

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

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

Coding skills

Translating skill

- HTML 5
- CSS 3
- JAVASCRIPT

INTERESTS

Learning Languages

Technology

Data Analysis

LANGUAGES

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

