

# Olawale Samuel Badekale

21 Marlborough Road, Coventry, CV2 4EN

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LinkedIn: [linkedin.com/in/badekaleolawale](https://linkedin.com/in/badekaleolawale) | GitHub: [github.com/cuthbertola](https://github.com/cuthbertola)

## Professional Profile

Detail-oriented Data Entry Clerk with experience in managing and validating large data sets, administrative reporting, and CRM systems. Skilled in Excel, data cleaning, and fast, accurate input. Passionate about maintaining data integrity and streamlining record systems.

## Key Skills

- Fast typing and data input (60+ WPM)
- Excel functions (VLOOKUP, pivot tables)
- Data cleaning and deduplication
- CRM/database entry
- Digital filing and archiving
- Google Sheets and cloud platforms
- Accuracy and confidentiality
- Deadline-oriented reporting

## Professional Experience

### Student Records Assistant

Ajayi Crowther School (2023 - 2024)

- Managed over 500 student records, updating course enrolments, contact data, and academic reports.
- Cleaned and reconciled outdated data from paper archives to digital platforms.
- Ensured accuracy and compliance with data privacy policies.

### Customer Database Support

Access Bank, Nigeria (2019 - 2023)

- Updated and maintained customer account records using internal CRM.
- Verified client KYC data and handled sensitive document scanning and uploads.
- Generated monthly data reports for compliance and audit reviews.

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## **Education**

MSc in Computer Science - Coventry University, UK (2025)

BSc in Computer Science - ESTG, Benin Republic (2021)

## **Certifications**

- Proficient in Microsoft Office Suite

## **Availability**

- Looking for: Full-time position in respective field

- Location: Coventry and surrounding areas

- Work status: Eligible to work in the UK