

Elisha Oyeleye

Personal Assistant | Data Analyst

Enthusiastic professional with a background in administration, personal assistance, and data analysis, eager to contribute to organizational profitability. Seeking a dynamic team that recognizes and leverages my skills for mutual success.



✉ olaoyeleye09@gmail.com

📍 Lagos, Nigeria

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📞 +2348060625997

📅 11 September, 1994

🐙 github.com/iamholytunes

EDUCATION

Data Analysis Innkeeper Academy

07/2023 - 10/2023

Lagos, Nigeria

Courses

- Excel
- Power BI
- Python
- SQL

Agricultural Administration Federal University of Agriculture Abeokuta

01/2012 - 01/2021

Abeokuta, Ogun State, Nigeria

Courses

- B.agric

WORK EXPERIENCE

Computer Teacher Community Grammar School Iwo-Road (NYSC)

07/2021 - 04/2022

Ibadan, Oyo State, Nigeria

Secondary School

Achievements/Tasks

- Tailor teaching approach to individual student levels.
- Promoting patience and fostering critical thinking.
- Integrate practical classes at all levels.

Content Creator Xp capital

12/2019 - 01/2021

Abeokuta, Ogun State, Nigeria

Investment

Achievements/Tasks

- Created engaging graphics, effectively conveying the organization's message.
- Managed Instagram account, curating brand-aligned content.
- Attracted and captivated followers through strategic posting.

Personal Assistant POWERTOUCH INNOVATION

11/2017 - 10/2019

Abeokuta, Ogun State, Nigeria

Achievements/Tasks

- Assisted in organizing important meetings and handling office duties
- Successfully organized a training program for over 200 participants aspiring On-Air Personalities in Abeokuta, Nigeria

SKILLS

Microsoft (Word, Excel & PPT)

Problem Solving

Time Management

Adaptability

Critical Thinking

Communication

SQL

Phyton

Attention to Details

CERTIFICATES

Data Analysis (2023)

Web Development With HTML AND CSS for
Beginners (2022)

Nysc (2022)

B.agric (Agricultural Administration 2021)

SSCE (2010)

QUALITIES

Computer Literate

I am dependable, reliable and responsible

I am always willing to learn and try new things

I have conflict resolution ability

Analytical and Resource management Skills

LANGUAGES

English

Native or Bilingual Proficiency

Yoruba

Native or Bilingual Proficiency

INTERESTS

Social Networking

Football

Singing

Surfing the web

Ideas Creation

Dancing