



Sultan Adeleke

Data entry clerk

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📍 Oke-Mosan, Abeokuta, 110001 Abeokuta

Profile

Best of my computer training school with years of experience. Proficient in Ms Office word, Excel, PowerPoint and spreadsheets. Expert In good communication skills, fast typing, and accuracy with a high concentration level. I stay focused on my task while working with limited distractions from other things. I am very good with computers.

Employment

Data entry Clerk Jun 2022 - Present
Olusegun Obasanjo Presidential Library, Abeokuta
I convert written and typed documents into digital by scanning and typing and then updating them into the spreadsheet and database.

Education

Medical Physiology Nov 2017 - Sep 2021
Osun State University, Ibadan

computer operator Jun 2016 - Oct 2017
Easynet Comouter training School, Ibadan
I learned everything there is about all Microsoft software and the use of computer hardware including printers, scanners, photocopier

Junior Frontend Developer Feb 2020 - Oct 2020
APTECH, Ibadan

Achievements

- Second class upper degree
- letter of commendation as the platoon leader by helping in the coordination of the camp activities
- Certificate of leadership as the departmental president in the university
- Certificate of computer education
- Certificate of a web designer

I consent to the processing of my personal data for the purpose of recruitment for the position to which I am applying.

Personal details

Gender
Male

Skills

Microsoft word

Microsoft excel

PowerPoint

Spreadsheet

Frontend developer

Fast typist

Computer Savvy

Internet expert

Leadership Skills

Teamwork

Good communication skills

Languages

English

Certificates

Leadership Departmental President	Sep 2021
Leadership Platoon Leader	May 2022
Computer expert Excellence in computer operations	Sep 2017
Web designer Excellence in frontend	Nov 2020
B.Sc Physiology	Oct 2021

References

References available upon request.

Qualities

- Fast Typist
- Good communication skills
- A good team player
- Easy to work with
- Never behind schedule