

Oluwatobi Adeniji

CONTACT

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SKILLS

- Coding proficiency
- Microsoft office suite mastery
- Positive disposition
- Database management
- Web development
- Data entry speed
- Multitasking efficiency
- Multitasking
- Data analysis
- Relationship-building
- Positive attitude
- Effective communication

LANGUAGES

English

Fluent

PROFESSIONAL SUMMARY

A highly skilled professional with expertise in coding proficiency, Microsoft Office suite mastery, and web development. Demonstrates exceptional data entry speed and Time management efficiency, complemented by strong database management and data analysis capabilities. Known for a positive disposition and effective communication skills, fostering relationship-building in diverse environments. Committed to leveraging technical skills and a positive attitude to drive organisational success.

WORK HISTORY

- Student** 02/2024 - 09/2024
AEDC (Abuja Electricity Distribution Company) - Abuja, Nigeria
- Showed flexibility and adaptability when asked to change shifts or cover last-minute absences in the workplace.
 - Built up strong computer literacy whilst taking online courses in digital media.
 - Demonstrated responsibility and commitment by maintaining good academic standing while balancing part-time job and extracurricular activities.
 - Conducted research for final year project, developed analytical skills.
 - Wrote articles for student newspaper which improved writing capabilities.
 - Developed excellent time management skills during university studies.
 - Collaborated with classmates on group projects to achieve shared academic goals.
 - Completed assignments, special projects and group work on time and achieved good marks.
 - Communicated with teachers to obtain feedback, applying it to future projects.
 - Attended workshops and training sessions, enhancing practical skills relevant to coursework.
 - Balanced academic work with sports and extra-curricula's to maintain well-rounded education.
 - Researched topics outside of class to learn additional information and ask more knowledgeable questions.

EDUCATION

Bachelor of Science: Computer Science, 09/2021 - Current
Landmark University - Omu-Aran Kwara State

HOBBIES AND INTEREST

- Sports, Trading, Drawing, Playing the violin

CERTIFICATIONS AND LICENSES

Google Data Analytics Certification
Mastery in Excel Udemy Certification
Python Certification
Data Science Certification.

REFERENCES

References available upon request.