

GRACE TOLULOPE OLADIPO

✉ oladipograce720@gmail.com ☎ +234 906 895 6487 📍 Ibadan, Oyo State, Nigeria

PROFILE

Detail-oriented Computer Science graduate with practical experience in data entry, data cleaning, database management, IT support, computer instruction, and banking operations. Skilled in collecting, organizing, validating, and maintaining large volumes of information while ensuring accuracy, consistency, and proper documentation. Possesses working knowledge of SQL, Microsoft Excel, Google Sheets, database management, and data-cleaning techniques, with developing proficiency in Python, Power BI, and data visualization. Also experienced in supporting computer laboratory operations, teaching digital and programming fundamentals, and working with customer and transaction records in a banking environment. Brings strong analytical thinking, attention to detail, problem-solving ability, communication skills, and a commitment to continuous technical development.

EDUCATION

Kwara State University, Ilorin

B.Sc. Computer Science | 2024

CAILS, Kwara State University

National Diploma, Information Technology | 2021

EXPERIENCE

Data Entry Intern & IT Instructor

Ayodele group of school, Oyo State

July 2024 – June 2025

- Sourced, entered, updated, and maintained large volumes of records across spreadsheets and databases while ensuring consistent organization and high levels of data accuracy.
- Reviewed and cleaned raw datasets by identifying inconsistencies, standardizing information, and preparing data for effective reporting, analysis, and research activities.
- Cross-checked and validated entered information against original source documents to identify discrepancies, correct errors, and maintain the reliability of stored records.
- Researched and gathered relevant information from online sources, organizing collected data in a structured format to support academic and research-related projects.
- Taught computer literacy, basic programming concepts, and digital skills to secondary school students using clear and practical teaching approaches.
- Monitored and evaluated student performance data to identify areas of difficulty and provide appropriate learning support based on individual needs.
- Supported computer laboratory operations by assisting with equipment maintenance, troubleshooting, and ensuring computers were available and functional for instructional activities.
- Maintained and organized digital records and databases, ensuring information was properly categorized, regularly updated, and easily accessible for administrative, academic, and operational purposes.
- Prepared and organized data for reports, presentations, and research activities, ensuring collected information was accurate, clearly structured, and presented in a usable format.

- Verified and processed daily transaction records while maintaining accurate documentation within a high-volume banking environment involving more than 50 customer interactions daily.
 - Entered, reviewed, and maintained customer information, account documentation, and compliance records with strong attention to accuracy and completeness.
 - Supported account-opening procedures by reviewing customer documentation and ensuring required information met established banking policies and documentation standards.
 - Assisted customers with routine inquiries and provided appropriate support while maintaining professionalism and positive customer relationships.
 - Collaborated with the operations team to improve daily workflows, organize records, and support efficient reporting and administrative processes.
-

TECHNICAL SKILLS

Data & Analysis

- SQL
- Microsoft Excel & Google Sheets
- Database Management
- Data Cleaning & Validation
- Python (Pandas & NumPy) – In Progress
- Power BI – In Progress
- Matplotlib – In Progress

IT & Digital Skills

- Computer Systems Maintenance
 - Troubleshooting
 - Networking Fundamentals
 - Microsoft Word & PowerPoint
 - Banking Software
 - API Integration
 - CRM – In Progress
-

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- Jobberman Soft Skills Certification | 2025
- Digital Literacy & Cyber Awareness
- Microsoft Digital Literacy Certification | 2019
- KWASU Career Exhibition | 2023

PROFESSIONAL AFFILIATIONS & LEADERSHIP

- Nigeria Computer Society (NCS) | 2024 – Present
- NACOS | 2021 – 2024
- Treasurer & President, Financial Inclusion CDS | 2025 – 2026

REFERENCES

- Available upon request.