

GIWA OLUWAKAYODE BAMIDELE

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PROFESSIONAL SUMMARY

A self-motivated and result-driven professional with experience in social media management, virtual assistance, IT support, data management, customer service, and project coordination. Skilled in using digital tools to improve productivity, manage operations, and support business growth.

KEY SKILLS

Technical Skills:

Social Media Management | Virtual Assistance | Google & Microsoft Office Suite | Front-End Web Development | Project Management | Data Entry & Database Management | Computer Hardware & Networking Support | Photography.

Soft Skills:

Communication & Customer Service | Problem Solving | Teamwork & Leadership | Adaptability | Attention to Detail | Time Management | Continuous Learning.

WORK EXPERIENCE

MAPLE HEALTH (Freelance) – Lagos State

Social Media Manager | Jan 2026 – present

- Developed and managed social media content calendars.
- Created and published engaging content across platforms.
- Managed audience interactions, comments, and messages.
- Monitored analytics and prepared performance reports.
- Managed paid advertising campaigns and followed industry trends.

SEE EVENTS AND TOURISM – Lagos State

Virtual Assistant/ Travel Agent | Nov 2024 – Jan 2026

- Manage emails, schedules, calendars, appointments, meetings, and documentation.
- Respond to client inquiries, provide support, and maintain professional relationships, maintain records, spreadsheets, and databases.
- Conduct online research, prepare reports, and gather information for decision-making.
- Track deadlines, manage workflows, coordinate tasks, and assist with business operations.
- Book flights, hotels, transportation, and travel packages based on client needs.
- Advise clients on destinations, travel requirements, costs, and suitable travel options.
- Assist clients with travel documents, visas, create detailed travel schedules and coordinate all aspects of trips.
- Handle changes, cancellations, complaints, and travel-related issues efficiently.

MAJIX COMPUTER LIMITED – Sapele, Delta State

Personal Assistant / Sales Representative | Apr 2021 – Sept 2024

- Managed schedules, meetings, correspondence, and reports.
- Prepared documents, emails, and business communications.
- Maintained records and databases.
- Handled customer inquiries and follow-ups.
- Supported sales and marketing activities.

SUNNY UWA VENTURE – Sapele, Delta State

Contractor Operator | Mar 2018 – 2020

- Installed and configured computer applications.
- Inspected and prepared electronic devices for delivery.
- Supported system analysis and project deployment activities.

OKPE GRAMMAR SCHOOL – Delta State

Student Teacher | 2016 – 2018

- Taught computer applications and basic IT skills.
- Installed and maintained computer systems for learning activities.

SURULERE GENERAL HOSPITAL – Lagos State

Record Keeper / Data Entry Officer | Jul 2013 – Dec 2016

- Managed medical inventory records and data entry.
- Verified and maintained accurate databases.
- Generated reports and organized digital and physical records.
- Maintained confidentiality of sensitive information.

NIIT EDUCATION & TRAINING INSTITUTE – Lagos State

Computer Network & Engineering Apprentice | Jan 2010 – Dec 2011

- Completed CompTIA A+ training.
- Provided hardware and software troubleshooting support.
- Installed applications and maintained computer systems.
- Performed preventive maintenance on devices and networks.

EDUCATION

NIIT, Festac Town, Lagos State

MMS V3 | 2010 – 2011

Kings High School, Satellite Town, Lagos State

Senior Secondary Certificate Examination | 2009

Mar-Yola Nursery/Primary School, Ojo, Lagos State

Primary School Leaving Certificate | 1997

PROFESSIONAL TRAINING & CERTIFICATION

- Virtual Assistant Certification
- Project Management Professional Training

- Microsoft Certified IT Professional (NIIT)
- CompTIA A+ Training

PERSONAL DETAILS

Date of Birth: 9 May 1992

Gender: Male

Marital Status: Single

Religion: Christianity

State of Origin: Kwara State