

OLADIPO GRACE TOLULOPE

📍 Owoode, Osogbo, Osun State, Nigeria 📞 09068956487 ✉ oladipograce720@gmail.com
🌐 [linkedin.com/in/oladipo-grace-758b3a37a](https://www.linkedin.com/in/oladipo-grace-758b3a37a)

PROFESSIONAL SUMMARY

Detail-oriented Computer Science graduate with experience in data analysis, customer service, data entry, and IT instruction. Skilled in Microsoft Excel, SQL, Power BI, Google Sheets, and database management, with hands-on experience collecting, cleaning, and analyzing data to support business decisions. Strong communicator with proven ability to solve problems, maintain data accuracy, and deliver excellent customer service. Passionate about using data to improve operational efficiency and business performance.

CORE SKILLS

- Microsoft Excel
 - Google Sheets
 - SQL (Beginner)
 - Power BI (Beginner)
 - Data Cleaning & Analysis
 - Data Entry & Database Management
 - Customer Service
 - Invoice Processing
 - Microsoft Word
 - Communication
 - Problem Solving
 - Attention to Detail
-

PROFESSIONAL EXPERIENCE

Data Entry Intern / IT Instructor (NYSC)

Job Oyo, Oyo State
July 2025 – June 2026

- Collected and organized research data from online sources.
- Maintained accurate records using spreadsheets and databases.
- Cleaned and formatted datasets to improve quality and usability.

- Taught Computer Studies, Microsoft Office, and programming fundamentals.
 - Developed lesson plans and simplified technical concepts for students.
 - Monitored student performance and provided individualized support.
 - Assisted in maintaining the school's computer laboratory and IT facilities.
 - Introduced interactive teaching methods that improved classroom engagement.
-

Banking Intern (Operations, Customer Service & Marketing)

Lotus Bank Plc, Ilorin, Kwara State
September 2023 – March 2024

- Responded to over **50 customer inquiries daily**, ensuring prompt issue resolution.
 - Supported account opening processes and customer documentation.
 - Processed and verified banking transactions with high accuracy.
 - Maintained accurate customer records and operational documentation.
 - Assisted with administrative tasks that improved workflow efficiency.
 - Ensured compliance with banking procedures and documentation standards.
 - Collaborated with team members to deliver efficient customer service.
-

EDUCATION

Kwara State University

B.Sc. Computer Science
2020 – 2024

CERTIFICATIONS

- National Youth Service Corps (NYSC)
 - Financial Inclusion Training (NYSC)
 - Jobberman Soft Skills Training
 - Digital Literacy & Cyber Awareness
 - Microsoft Digital Literacy Certification
 - KWASU Career Development Programme
 - KWASU Centre for Community Development (CCD)
 - Data Analytics Certification (*In Progress*)
-

LANGUAGES

- English
- Yoruba