

OLAWALE DAMILOLA GIFT

📍 EKITI STATE.

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Gender: Female

Nationality: Nigerian

PROFILE SUMMARY

Detail-oriented and organized professional with experience in **data entry, records management, documentation, digital filing, and administrative support**. Skilled in handling confidential information, verifying records, processing requests, and maintaining accurate documentation with strong attention to detail. Demonstrates good communication, teamwork, problem-solving, and computer skills, with the ability to work efficiently in structured and customer-focused environments. Seeking an entry-level opportunity in **banking, front desk, customer service, or administrative operations**

CORE SKILLS AND COMPETENCE

- ❖ **Data Management & Accuracy** – Skilled in entering, reviewing, verifying, and maintaining information with a high level of accuracy and attention to detail.
- ❖ **Records & Documentation Management** – Experienced in organizing, updating, storing, and retrieving confidential records and documents efficiently.
- ❖ **Communication & Interpersonal Skills** – Strong ability to communicate clearly, work with different people, and maintain positive professional relationships.
- ❖ **Problem-Solving & Analytical Thinking**

WORK EXPERIENCE

SIWES INDUSTRIAL INTERN – IT & MEDIA SERVICES (ITEMS)

University of Ibadan, Ibadan, Oyo State | 2023

Key Responsibilities

- ❖ Assisted with the creation of professional graphics, digital media content, and visual materials for institutional communication.
- ❖ Supported data collection, organization, and basic analysis to assist in the preparation of reports and presentations
- ❖ Maintained organized digital files and project materials to support efficient information retrieval.
- ❖ Collaborated with team members on assigned IT, media, and administrative tasks to meet project requirements.
- ❖ Applied attention to detail, creativity, analytical thinking, and digital skills in completing assigned responsibilities.
- ❖ Supported the team in preparing digital materials and information for internal and institutional use.
- ❖ Assisted in reviewing and verifying data to identify inconsistencies and improve information accuracy.

EXPERTISE

- Proficiency in Microsoft word, Excel and Power point
- Networking
- Time Management & Team Collaboration
- Embedded Systems
- Data Analysis
- Graphics Design
- Organization & Planning
- Problem Solving
- Excellent communication

- ❖ Supported the preparation and formatting of digital documents, reports, presentations, and other office materials.
- ❖ Organized and managed electronic files to ensure easy access, proper documentation, and efficient record retrieval.
- ❖ Assisted team members with routine computer-based tasks, data processing, and digital information management.
- ❖ Participated in team discussions and contributed ideas toward improving the quality and presentation of digital materials.
- ❖ Completed assigned tasks within required timelines while maintaining professionalism, accuracy, and attention to detail.

REFERENCE

Available on Request

DATA ENTRY OFFICER – NYSC

**Transcript Unit, Obafemi Awolowo University, Ile-Ife, Osun State | 2025 – 2026
NYSC Completed**

Key Responsibilities & Achievements

- ❖ Processed and updated student academic records and transcript requests using digital record-management systems.
- ❖ Entered, reviewed, and verified academic information to maintain high levels of accuracy and data integrity.
- ❖ Coordinated with academic staff to validate student records and resolve discrepancies in documentation.
- ❖ Maintained strict confidentiality when handling sensitive student and institutional information.
- ❖ Organized digital records and filing systems to enable quick and efficient retrieval of documents.
- ❖ Reviewed submitted documents and ensured records complied with established institutional requirements.
- ❖ Responded to transcript-related requests and supported timely processing of academic documentation.
- ❖ Maintained accurate databases and records while minimizing data-entry errors and inconsistencies.
- ❖ Assisted in tracking, sorting, and organizing transcript requests to support efficient workflow.
- ❖ Prepared and maintained documentation required for routine transcript processing and record verification.
- ❖ Collaborated with colleagues and academic personnel to ensure smooth day-to-day operations within the Transcript Unit.
- ❖ Demonstrated strong **attention to detail, time management, confidentiality, organization, and administrative support skills.**
- ❖ Cross-checked student information across available records to identify and correct inconsistencies before final processing.
- ❖ Prioritized multiple transcript and record requests based on urgency while maintaining accuracy and confidentiality.
- ❖ Assisted in improving the organization of digital records, making document retrieval and processing more efficient.
- ❖ Maintained daily records of processed requests and updated relevant tracking logs to support accountability and workflow monitoring.
- ❖ Assisted students and staff with routine enquiries regarding transcript documentation, requirements, and processing procedures.

EDUCATION BACKGROUND

Ekiti State University (EKSU), Ado-Ekiti, Ekiti State
Bachelor of Engineering (B.Eng. Hons.) in Computer Engineering | 2018 – 2024

PROJECTS & WRITTEN WORKS

Design and Implementation of a Coffee Vending Machine | 2024

- ❖ Designed and developed an automated coffee vending machine as a final-year engineering project.
- ❖ Applied **embedded systems, circuit design, microcontroller programming, and systems integration** principles.
- ❖ Integrated hardware and software components to support automated operation and control.
- ❖ Tested system functionality, identified technical issues, and made adjustments to improve performance.
- ❖ Prepared technical documentation and presented the project design, implementation process, and results.

LANGUAGES

- **English** — Fluent
- **Pidgin** — Fluent