

SIYANBOLA, OLUWATOBI ABIGEAL

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PROFILE

A dedicated and detail-oriented professional with a Bachelor of Science in Demography and Social Statistics. Passionate about data analysis and research, with hands-on experience in data entry, demographic analysis, and statistical reporting. Adept at working in team environments and independently, with strong communication and organizational skills. Proficient in Microsoft Office tools and statistical data processing.

EDUCATION

Bachelor of Science in Demography and Social Statistics 2018 – 2023

Federal University Oye-Ekiti, Ekiti State, Nigeria

Thesis: Social Media and Sexual Behaviour Among Undergraduate Students in Selected Institutions in Ekiti State

WORK EXPERIENCE

FrontDesk/MembershipAssistant MARCH 2025-JULY 2025

Institute of Information Management(IIM) African

13 Association Avenue, Ilupeju, Lagos, Nigeria.

3rd Floor, Upper Grace Plaza Plot 217, Shettima A Munguno Str., Utako, Abuja.

- Prepare operational and weekly reports
- Manage Membership Correspondences and database.
- Attend to Visitors request
- Prepare Correspondence letters and emails
- Create Zoom link for Meetings, Inductions and Conferences.

Data Entry Specialist APR 2024 – JAN 2025

National Youth Service Corps (NYSC)

National Population Commission

Masaka Close, Wuse Zone 7, Abuja

- Attended training sessions on data analysis and demography.
- Conducted data entry and maintained demographic records.
- Managed incoming and outgoing departmental correspondence.

Teaching Assistant APR 2023 – AUG 2023

Great Success Academy

Behind Okuku Market, Okuku, Osun State

- Developed and delivered lesson plans for students.
 - Conducted practical sessions for subjects requiring hands-on learning.
 - Provided guidance and mentorship to students.
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SKILLS

- **Technical Skills:** Data Entry
 - **Computer Proficiency:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint
 - **Soft Skills:** Strong Communication, Teamwork, Writing and Documentation
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INTERESTS

- Research
- Teaching and Mentorship

- Writing and Documentation
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