

OYESHOLA OYEBAMIJI

oyesholaoyebamiji@gmail.com | +2348112712355 | www.linkedin.com/in/oyeshola-oyebamiji.

PROFILE SUMMARY

Highly organized and proactive Virtual Administrative & Executive Assistant with experience supporting executives, managing daily operations, coordinating schedules, handling communication, and streamlining workflows in fast-paced remote environments. Known for excellent communication, strong attention to detail, and the ability to anticipate operational needs. Adept at managing calendars, inboxes, documentation, reporting, and client relations while ensuring smooth day-to-day business operations.

CORE COMPETENCIES

- Executive & Administrative Support
- Calendar & Email Management
- Remote Operations Support
- Client Communication & Phone Handling
- Data Entry & Reporting
- Scheduling & Coordination
- Document Preparation & File Management
- CRM & Project Management Tools (Slack, Trello, Asana, Notion)
- Google Workspace & Microsoft Office Suite

PROFESSIONAL EXPERIENCE

Audit Trainee/ Administrative Support

PricewaterhouseCoopers (PwC) Nigeria, Lagos | **Jun 2023 – Sept 2025**

- Streamlined audit workflows by organizing documentation and correspondence, improving retrieval speed and reducing task delays.
- Managed high-volume email communication and scheduling for audit teams, enhancing client responsiveness and workflow efficiency.
- Developed structured Excel tracking tools that increased data accuracy and improved project visibility for senior auditors.
- Prepared clear summaries and working papers that improved compliance readiness and supported faster review cycles.
- Strengthened communication with clients, ensuring clarity in audit requirements and reducing follow-up time.
- Manage client communication, address audit queries promptly, and ensure timely completion of deliverables.
- Collaborate with engagement managers to finalize audit reports and management letters with actionable insights.

Junior Data Analyst

IRSL Consulting, Lagos | **Dec 2022 – May 2023**

- Analyzed business and merchant data for decision-making and performance tracking.
- Assisted in audit engagements for corporate and SME clients, performing substantive testing, vouching, and control testing.
- Supported client teams during inventory observation, bank confirmation, and financial statement reviews. Prepared curriculum and maintained detailed documentation for clients in accordance with NERDC standards.
- Assisted in cleaning and validating client records using Excel and Google Sheets.
- Supported monitoring and evaluation projects through accurate data management.

Operations and Administrative Assistant

Ladwheels Ventures Ltd, Lagos | Dec 2020 – Nov 2022

- Managed client and merchant communications, responding to inquiries and assisting with daily business operations.
- Handled data entry, invoicing, and transaction documentation with a 99% accuracy rate.
- Coordinated meetings, managed schedules, and maintained company files.
- Implemented digital filing systems that reduced information retrieval time by 30%.· Handled documentation, financial reporting, and internal correspondence to support business operations.
- Assisted management in preparing reconciliations and client summaries, improving reporting accuracy and timeline.

Administrative & Accounts Officer (NYSC)

Nobel Inks and Coatings Ltd, Ogun State| Apr 2019 – Sep 2020

- Reconciled sales, procurement, and cash-flow records, improving accuracy in monthly financial reporting.
- Processed daily transactions and maintained confidential administrative records with exceptional attention to detail.
- Strengthened documentation systems by organizing administrative and accounting files for faster access.
- Handled confidential documents and maintained administrative filing systems.

EDUCATION

- **B.Sc. Economics & Development Studies** – Federal University Oye-Ekiti **2018**

TRAINING & CERTIFICATIONS

- **Certification in Data Science & Analysis** – Nupat Technologies **2022**
- **Certification in Business Analysis** – Elite Global Intelligence **2024**
- **Data Visualization & Machine Learning** – DataCamp **2023**
- **Project & Strategic Management** – International Strategic Management Institute **2020**
- **Data Analytics Essentials with Power BI**- Udemy **2023**
- **Data Analytics and Visualization** | Accenture Virtual Experience - Forage **2023**