

Contact

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(LinkedIn)

Top Skills

Customer Service
Management
Microsoft Outlook

Languages

English

Certifications

Orlg Institute of Technology

TIMOTHY OLUBUNMI AYANRINDE

Administrator Officer

Summary

I am Ayanrinde Timothy, a hardworking and faithful male virtual assistance. I was born in Nigeria, a graduate of who studied Business Administration. I am a computer expert and I mostly specialized in data entry package and languages translation. I am a strategic data processing with a strong and experience background. With years of experience in the web search, data entry and any form of administrative work.

I provide various kinds of online and offline virtual service to both individual and firms around the world at cheap price. I am a very perfect data entry in Ms Word, Ms Excel and Ms Power Point. My objective is to seek a position as a data entry specialist where I can maximize my accurate keyboard skill in a demanding work environment. To obtain data entry employment in a company that recognizes handwork and reliability as central to successful job performance.

PROFILE STATEMENT

Accurate, fast keying skill and sound knowledge of computer application, proven ability to collect and manage information efficiently and accurately.

An independent worker who successfully meet the challenge of a fast-paced environment providing data entry and administrative support to a large department. Sound knowledge of database management tools and data entry technologies. I am Efficiency and accuracy in managing multiple functions, problems solving, maintaining confidentiality and producing quality work.

Experience

Hygeia Community Health Care
Data Entry & sales Agent
August 2014 - Present (5 years 10 months)
Ilorin, Kwara State, Nigeria

I am to look for the the people most especially the farmers, low income earner and less privileged people to come and register for our programme at less price. I will fill the form for them and put their data into the form, then I will issue receipt for them as evidence of payment to us.

Then thereafter, I will make sure that their names are correctly enter into our database using the company application on our computer, then after that I must send their names to the headquarter (lagos) for them to access care in the following month.

Chams Plc.

Data Entry & Field Officer

August 2013 - July 2014 (1 year)

Ilesa, osun State, Nigeria

I am to record the names and profile of every dweller of the state into the system

Ministry Of Works and Transport

Administrative officer

November 2012 - June 2014 (1 year 8 months)

Osogbo, Osun State, Nigeria.

I am to record documents into the computer and do some administrative work.

Osun State Youth Empowerment Scheme

Osun State Volunteer Cadet

November 2011 - October 2013 (2 years)

Ilesa, Osun State, Nigeria.

I am to work as volunteer to develop the state

Bayus Motor

Office Assistant

April 2009 - December 2011 (2 years 9 months)

Ibadan, Oyo State, Nigeria

I am to record the vichles particulars, I will record any sales and purchase vichels made by the company

Education

OLABISI ONABANJO UNIVERSITY, AGO-IWOYE, OGUN STATE
HIGHER DIPLOMA, BUSINESS ADMINISTRATION. · (2006 - 2008)

University Of Ado-Ekiti, Ado Ekiti, Nigeria.
DIPLOMA, BANKING & FINANCE · (2001 - 2004)