

Curriculum Vitae



Ajayi Joshua Tobiloba

☎ +971-582091121

✉ Joshuatobiloba56@gmail.com

APPLICATION FOR POST OF A DATA ENTRY / Office Boy

CAREER OBJECTIVE

Seeking a responsible and challenging position in a growth oriented progressive Institution where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth. Highly motivated, driven, and focused young economist with great interpersonal skills. Proficient the knowledge and use of MS tools and Statistical Packages with five years of relevant experience in Administrative, customer service and academia. Proactive and able to work independently and as an active part of a team. With the enclosed resume, I would like to express my strong interest in the data entry position you have available. As an organized, self-directed, and analytical professional with more than eight years of experience performing and continually improving data entry operations, I possess the knowledge and experience to allow me to contribute toward the success of your distribution company.

My background includes o maintaining inventories, updating records, and resolving issues and concerns to maximize company efficiency. Through my experience, I have demonstrated a keen aptitude for achieving measurable increases in turnaround time while facilitating streamlined operations and cutting costs.

PERSONAL INFORMATION

- **Date of Birth** : 14 February 1996
- **Gender** : Male
- **Marital Status** : Single
- **Nationality** : Nigerian
- **Language known** : English
- **Visa Status** : Resident

WORKING EXPERIENCE

Regal Tours Worldwide 2020 –

Position – Data entry

Job responsibilities

- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.

- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
- Maintains customer confidence and protects operations by keeping information confidential.
- Combines data from both systems when account information is incomplete.
- Purges files to eliminate duplication of data.
- Tests customer and account system changes and upgrades by inputting new data.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures and reporting needed changes.
- Contributes to team effort by accomplishing related results as needed
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.

GENERAL CONSTRUCTION COMPANY –GCC

Position - Secretary

job Responsibilities

- Answering Calls, Taking Messages And Handling Correspondence
- Maintaining Diaries And Arranging Appointments
- Typing, Preparing And Collating Reports
- Filing
- Organising And Servicing Meetings (Producing Agendas And Taking Minutes)
- Managing Databases
- Prioritising Workloads

THAT CONCERT STORE, MALL OF EMIRATE2019 - 2020

Position - DataEntry

Job responsibilities

- Establishes entry priorities.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
- Processes customer and account source documents by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Combines data from both systems when account information is incomplete.
- Purges files to eliminate duplication of data.
- Tests customer and account system changes and upgrades by inputting new data.
- Secures information by completing data base backups.

- Maintains operations by following policies and procedures and reporting needed changes.
- Maintains database by entering new and updated customer and account information.
- Maintains customer confidence and protects operations by keeping information confidential.
- Prepares source data for computer entry by compiling and sorting information.
- Contributes to team effort by accomplishing related results as needed

ACADEMIC QUALIFICATION

- Kwara State polytechnic institute ,Kwara State (National Diploma in Banking) 2016
- Currently in the process of getting my certificate degree as a Certified Nursing Assistant at Strong Point Institute Dubai UAE

Skills

- Organization skills
- Quick typing skills
- Attention to detail
- Computer savvy
- Confidentiality
- Thoroughness
- Team work.
- Sound knowledge of computer.
- Humble, willing to learn , accessible and frank
- A skill Teacher.
- Superior time-consciousness and punctuality
- Good sense of responsibility and dedication to work
- Team spirit
- Highly motivated safe-starter and a team player with strong attention to detail and the ability to prioritize multiple tasks in a fast paced environment
- Knowledge of general policies and procedures, including safety and security measures, and the ability to practically apply such knowledge
- methods and procedures, and the ability to apply such knowledge to practical situations
- Ability to use good judgment in order to carry out detailed instructions
- Proficiency with numbers and strong basic math skills
- Dependable, honest, quick learner, good communication skills and team player
- Highly dependable individual demonstrating key USI Values including Teamwork, Integrity, Honesty and
- Accountability

Reference

Can be provided up on request

Declaration

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you, I assure you that I will execute my duties for the total satisfaction of my superiors.

Ajayi Joshya Tobiloba