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﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿ AINA OLASUNKANMI

DATA ENTRY

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**CAREER OBJECTIVE**

Health-concerned professional with project experience in entering accurate invoices and eliminating duplicate records, seeking a data entry role at Jackson Health System. I’m eager to use my eye for detail and maintain data precision for better organizational workﬂows in your hospital.

**EDUCATION**

Ordinary National Diplomain computer science kwara state polytechnic Ilorin, kwara state. 2006-2009

Higher National Diploma in computer science federal polytechnic Offa, kwara state. 2015-2017

**SKILLS**

* Microsoft Excel
* Google Sheets
* QuickBooks SAP ERP Zoho
* CRM Sales force.

**WORK EXPERIENCE**

Online Tutor

Upwork

2020- 2021 Remote

* Trained 34 students to use advanced Google Sheets functions, helping them increase their IT grades by 11% within one semester.
* Held a minimum of 63 tutoring sessions on Upwork, m a i n t a i n i n g a 9 7 % c l i e n t s a t i s f a c t i o n r a t i n g , as per the platform’s Job Success Score.
* Managed a diverse portfolio of clients, leading to a 21% growth in referrals via personalized teaching methods. Delivered free virtual lessons for low-income students during COVID- 19, keeping up with time zones and schedules across 8 countries.

**PROJECTS**

Invoice Tracking

Finance Assistant

2021 - 2023

* Entered and tracked 141 invoices every semester for a student-run business on QuickBooks, ensuring accurate payment details.
* Reduced invoicing errors by 12%, compared to the business’s previous invoice records using advanced data validation techniques in Microsoft Excel.
* Assisted the accounting team with month-end close processes, completing 9 high volume ﬁnancial data entry tasks in one week. Followed up on overdue accounts, c l e a r i n g 5 3 % o f a l l e x i s t i n g o u t s t a n d i n g p a y m e n t s.

**File Cleanup**

Ofﬁce Assistant

2023 -2025

* Reorganized 5,782 physical and digital student ﬁles for less clutter, shortening the average time to retrieve records by 6 minutes.
* Cleaned similar entries across Sales force and Zoho CRM for the university’s service provider logs, d e c r e a s i n g d u p l i c a t e r e c o r d s b y 1 9 % .
* Resolved 84 discrepancies in digital records using SAP ERP, making sure all data complied with the Information Protection Act.
* Helped the team to digitize all physical records to a new data storage software, lowering physical ﬁle storage by 37%.