AKINTAYO PRECIOUS IREOLUWATOMIWA

Challenge, Ibadan, Oyo State | 08030953574 | akintayoprecious90@gmail.com

Date of Birth: 7 November 2003

PROFESSIONAL PROFILE

Motivated and responsible graduate with a background in administration, communication, record keeping and supervised patient care. Able to attend to enquiries politely, organise information, use Microsoft Office applications and work effectively with others. A quick learner with good interpersonal skills, attention to detail and a strong sense of responsibility. Seeking an entry-level remote opportunity where I can apply my communication and organisational skills, learn new systems and contribute to the team.

KEY SKILLS

- Written and verbal communication
- Customer service and responding to enquiries
- Microsoft Word, Excel and PowerPoint
- Data entry, documentation and record keeping
- Time management and organisation
- Attention to detail and problem-solving
- Teamwork, reliability and punctuality
- Willingness to learn and adapt to new tools and procedures

WORK EXPERIENCE

Secretary / Computer Trainer | HILARY TABE COMPUTER TRAINING CENTER, CAMEROON | 2024–2025

- Supported daily office activities, record keeping and documentation.
- Attended to students, responded to enquiries and provided clear guidance.
- Assisted with basic computer training and general administrative duties.

Clinical Intern | Keta Municipal Hospital, Volta Region, Ghana | 16 May–21 July 2023

- Supported patient care under professional supervision.
- Communicated respectfully with patients and healthcare staff, demonstrating patience and teamwork.

EDUCATION

BSc in Nursing — Maflekumen Higher Institute of Health Sciences, Tiko, Cameroon (2024–2025 | CGPA: 3.07, Second Class Upper)

HND in Nursing — Maflekumen Higher Institute of Health Sciences, Tiko, Cameroon (2021–2024)

Senior Secondary School — Upper Standard College (2018–2020)

Junior Secondary School — Bleezet Academy, Ibadan (2015–2017)

Primary School Certificate — Ebenezer Baptist School I, Ogbomoso (2008–2014)

REFERENCES

Available upon request.