AKINWALE AMAZING OLUWAPELUMI

Phone: +2348122653637
Email: amazingday887@gmail.com
State: Ekiti State, Nigeria

Professional Summary

Motivated Computer Science undergraduate at Federal University Oye Ekiti with a typing speed of 50–70 WPM. Skilled in Microsoft Word, document formatting, PDF conversion, web research, and data entry. Reliable, detail-oriented, and committed to delivering accurate work on time.

Education

Federal University Oye Ekiti (FUOYE)
B.Sc. Computer Science
200 Level
Expected Graduation: 2028

Skills

Fast Typing (50–70 WPM), Microsoft Word, Basic Microsoft Excel, Microsoft PowerPoint, PDF to Word Conversion, Document Formatting, Web Research, Internet Browsing, Basic Canva, Basic HTML & CSS, Attention to Detail, Time Management

Experience

Typing Assistant – Family Business (Cyber Café)
• Typed and formatted school examination questions and documents.
• Prepared documents using Microsoft Word.
• Ensured accuracy before printing.

Languages

English (Fluent)

Career Objective

To provide accurate, reliable, and high-quality typing, data entry, and virtual assistance services while continuously developing my technical and professional skills.