

AJARAT ADESHIGBIN OYINDAMOLA

Virtual Assistant | Administrative & Digital Support

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PROFESSIONAL PROFILE

Computer Science graduate with practical experience providing digital, administrative and technical support. Skilled in Microsoft Word, Excel and PowerPoint, online research, website updates, document preparation, scheduling and digital information management. Experienced in assisting with flight bookings and dinner reservations, updating and improving existing websites, creating digital content and using Canva and AI tools for design and video editing. Organized, adaptable and able to independently research solutions to unfamiliar tasks.

CORE SKILLS

- Virtual & Administrative Support
- Online Research
- Microsoft Word, Excel & PowerPoint
- Data Entry & Information Management
- Document Preparation & Formatting
- Website Updates & Content Management
- Calendar & Appointment Support
- Travel & Reservation Support
- Customer & User Support
- Canva & Graphic Design
- AI-Assisted Tasks & Research
- Video Editing
- Problem Solving
- Fast Typing
- Communication & Organization

PROFESSIONAL EXPERIENCE

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Digital & Administrative Support — Contract

- Assisted with flight bookings and dinner reservations.
- Added and updated information on an existing website.
- Worked on improving the website's overall appearance and functionality.

- Assisted with website content changes and general digital tasks.
- Provided administrative and online support as required.

HisPrint Solution Nigeria Limited

Web Developer / Technical Support — Contract

March 2025 – Present

- Developed and currently manage the company's WordPress website.
- Update website content and information.
- Handle website maintenance and technical issues.
- Research solutions to unfamiliar technical problems.
- Use digital and AI tools to improve workflow and solve problems.

Website: <https://hisprints.com.ng/>

Nigerian Food Fair

Web Developer / Digital Support — Contract

17 March 2023 – 17 April 2024

- Developed and maintained the organization's website.
- Updated website information and digital content.
- Supported website-related technical tasks.
- Managed and organized digital content.
- Used website analytics and reporting tools.

Medixab.com

SEO Specialist / Blog Writer — Contract

17 March 2024 – 17 September 2024

- Conducted online research and keyword research.
- Wrote and edited website content.
- Updated and optimized digital content.
- Used analytics and SEO tools for monitoring and reporting.

TAAS Group of Schools

Web & App Developer — Project/Contract

16 February 2024 – 18 July 2024

- Developed and maintained the school's website.
- Developed a mobile application.
- Provided technical support for website and application tasks.

Dervac Hub

Computer Training Intern

6 July 2024 – 16 January 2025

- Trained users in Microsoft Word and PowerPoint.
- Assisted users with computer applications and digital tools.
- Supported users with computer-related tasks.
- Gained practical experience with basic data analysis.

ADDITIONAL EXPERIENCE

Academic Project & Documentation Support

- Assisted classmates with writing and organizing academic project reports.
- Helped with document formatting and presentation preparation.
- Created presentation materials using Microsoft PowerPoint.

EDUCATION

Bachelor of Science (B.Sc.) — Computer Science

Federal University Oye-Ekiti (FUOYE)

May 2024 – 28 January 2026

Higher National Diploma (HND) — Electrical/Electronic Engineering

Yaba College of Technology — Upper Credit

September 2018 – November 2021

National Diploma (ND) — Industrial Maintenance Engineering

Yaba College of Technology — Upper Credit

July 2013 – November 2016

NATIONAL YOUTH SERVICE

NYSC Discharge Certificate

23 February 2022 – 23 February 2023

DIGITAL & TECHNICAL SKILLS

Office: Microsoft Word, Excel, PowerPoint

Web: WordPress, HTML, CSS, JavaScript

Design: Canva, Graphic Design

Multimedia: Video Editing, AI-Assisted Video Editing

Data: Basic Data Analysis, Excel, Jupyter Lab

Other: Online Research, Website Management, AI-Assisted Research, Technical Support

PORTFOLIO

Personal Portfolio: <https://myportfollo.netlify.app/>

HisPrint Website: <https://hisprints.com.ng/>

Academic Project: <https://my-school-project-1.streamlit.app/>

REFERENCES

Available on request.