



Oluwatobiloba Babasemilore Iluyemi

Summary

Interested in learning and supporting back-office and data entry tasks in a structured work environment.

With experience handling digital files, entering information carefully, and assisting with routine office duties.

Motivated to gain practical work experience, improve office and computer skills, and contribute positively as a reliable team member in a professional setting.

Skills

- Record Keeping
- Document Management
- Data Entry
- Office Organization
- Microsoft 365 Efficiency
- Task Tracking

Work Experience

Mymaximus. 2024- 26

- Assisted with data entry and maintaining accurate digital records.
- Organized files, spreadsheets, and documents for the team.
- Supported routine back-office tasks and simple reporting.
- Learned office processes and basic workflow management.

Education

Mymaximus Bronze Course certificate. Specializing in Hospitality and Office Automation.

Career Statement

Document Control

Contact

Address:

Dubai

Phone:

971 4 824 7000

Email:

Infor@mymaximus.ae

Qualifications

Certifications

Training & Skills

Computer Literate

Microsoft 365

Typing

Excellent

POD Status

-

Languages

English

-

Accommodations

-

Others

-

