

Yinka Michael O

Data Entry | FMVA™

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FCT, Nigeria.

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Professional Summary

Highly detail-oriented and tech-savvy Data Entry Clerk with a strong background in administrative support, document processing, and information management. Proven ability to handle high volumes of data with speed and accuracy while ensuring compliance with organizational standards. Experienced in reviewing and inputting data from diverse formats, scanning and digitizing documents, and maintaining secure records for corporate and government clients. Known for excellent customer service, multitasking abilities, and delivering consistent support in dynamic environments.

Work Experience

Data Entry Admin/Social Media Manager (Remote)

H-Focus Medical Laboratory - Sango, Ogun State.

August 2024 to Present

Responsibilities

- Enter medical lab data from both electronic and hardcopy documents into internal systems for record-keeping and reporting.
- Review digital submissions and ensure all patients records meet completeness and compliance standards.
- Maintain organized document databases, ensuring easy retrieval and data confidentiality.
- Process, categorize, and update information for lab requests, appointments, and diagnostics.

Administrative Clerk / Secretary to the Chairman

House Committee on Public Procurement, House of Representatives, NASS Abuja.

March 2023 - December 2024

Responsibilities

- Accurately entered legislative correspondence and procurement documents into internal systems.
- Organized and maintained physical and digital records for committee reports and meetings.
- Handled document review and verification for procurement compliance audits across MDAs.
- Supported data compilation for legislative analysis and reporting.

Social Media Manager

Nelberk Language School - Wuse II FCT, Abuja.
August 2023 - February 2024

Responsibilities

- Crafted captivating graphics for promotional materials, maintaining brand consistency.
- Generated visually appealing content for social media, website, and other communication channels.
- Developed and implemented effective branding strategies to enhance the school's image.

Multimedia Manager | Video Editor

NC Corpers' Community - Mararaba FCT Abuja.
August 2023 - February 2024

Responsibilities

- Design graphics for various events and initiatives of the National Youth Service Corps (NYSC).
- Collaborate with teams to create compelling visuals aligned with organizational objectives.

Social Media Manager

TFG Interior and Construction Ltd - FCT, Abuja.
August 2023 - January 2024

Responsibilities

- Developed and executed targeted social media strategies to showcase the company's interior and exterior design projects, enhancing brand visibility.
- Curated and managed engaging content across digital platforms, including social media and the company website, to highlight design expertise and attract potential clients.
- Designed and implemented branding initiatives that strengthened the company's market presence and positioned it as a leader in the decoration industry.
- Worked closely with design, sales, and project teams to ensure brand messaging aligned with the company's creative vision and business objectives.

Design Clerk / Admin Support (Remote Contract)

Pride and Proud Garment - United Kingdom
October 2023 - December 2023

Responsibilities

- Inputted and tracked design specifications, fabric stock data, and shipment logs.
- Managed scanned inventory sheets and cross-referenced garment details with internal systems.
- Reviewed and corrected inconsistencies in digital orders and production data.

Administrative Assistant/Brand Records Clerk

Slabfreight Nigeria Limited - Ikeja, Lagos.
April 2021 - July 2023

Responsibilities:

- Inputted client order records, shipment data, and branding materials into company CRM.
- Managed internal filing systems and digitized promotional material archives.
- Reviewed data entries for logistics accuracy and customer fulfillment tracking.

Medical Data Entry Clerk/Social Media Support

Greenland Medical Diagnostic Laboratory - Sango, Ogun State
February 2021 - February 2023

Responsibilities:

- Develop and design marketing materials to enhance the company's brand presence across all social media platforms.
- Create and edit video content for promotional campaigns, ensuring engaging and informative brand messaging.
- Entered patient test data, appointment logs, and lab results into secured systems.
- Maintained database of patient inquiries and service feedback.
- Ensured accurate document handling and regular backups of client records.

(Online Admin/Consultant)

Renee Golden Multiventures Ltd - Ojota, Lagos State
February 2021 - Present

Responsibilities

- Inputted product and stock data for food supply chain management.
- Reviewed and updated resource logs and supply details in spreadsheets and cloud systems.
- Assisted with digital file conversion and formatting for marketing use.

Volunteer, Digital Media Manager

Pbmultitechs GlobalResources - Ogun State
April 2022 - Present

Responsibilities:

- Create and superimpose templated professional graphic designs for social media use.
- Taking of B-rolls footages and editing them into customers driving contents.
- Develop graphics and visual or audio images for product and service, illustrations, website, and social media channels.

Volunteer, Data Entry Assistant

Agricincome Hub - Ibadan Oyo
May 2020 - Present

Responsibilities:

- Entered and tracked data from agricultural sales, reports, and educational outreach.
- Created structured file systems to store graphic content metadata.
- Provided data backups and reporting assistance for outreach campaigns.

Education

Bachelor of Science in Microbiology,

Federal University of Agriculture - Abeokuta, Ogun State.
August 2018 - January 2023

Diploma in Financial Modelling and Valuation,

Corporate Finance Institute - Canada,
February 2022 - July 2022

Diploma in Computer Software and Networking,

Orlg, Institute of Technology - Osun State,
January 2018 - August 2018

National Diploma in Science Technology,

Federal Polytechnic - Ede, Osun State,
August 2013 - December 2016

Skills and Professional Tools

- Social Media Management
- Professional Graphics Design (Adobe Photoshop, Adobe Illustrator, CorelDraw, CLO3D, Autodesk Sketchbook)
- Web Development/Design (HTML, CSS and Js)
- Video Editing (Character Animator, Adobe Premiere Pro, After Effect, Capcut)
- All Microsoft Office Suites
- Communication skills

Quick Links

My portfolio: [Click here](#)

LinkedIn: <https://www.linkedin.com/in/yinka-michael-167756214>

Certifications and Licenses

- FMVA™ - Corporate Finance Institute
- Google Digital Marketing & SMM
- Emotional Intelligence & Design Thinking
- Diploma in Computer Software and Networking
- National Youth Service Certificate