

OLOPADE OLUWATOBI VICTORIA

62, Amere area, Olunde Ibadan.

+2348160929723

PERSONAL INFORMATION

DATE OF BIRTH: 21st August, 1993
STATE OF ORIGIN: Oyo State
MARITAL STATUS: Single
SEX: Female
EMAIL ADDRESS: oluwatobiolopade2108@gmail.com

OBJECTIVES

To be part of a team that would work to ensure that an organization progressively achieve its goals, break its own records and delivers results. I will appreciate a responsible position that offers a stimulating, challenging and progressive career opportunity that would utilize and broaden my knowledge as well as

bring optimum return to the organization.

WORK EXPERIENCE

1. PRIMERA AFRICA. 24, KOFO ABAYOMI STREET, VICTORIA ISLAND LAGOS.
Direct Sales Agent/Loan Officer (August 2019 – January 2020)

Duties

- ☐ Demonstrating loan features to federal government workers
- ☐ Completing order forms and submitting for processing
- ☐ Preparing loan proposals for potential clients
- ☐ Recognizing a prospect and marketing them on the process for loan application
- 2. GUINNESS NIGERIA PLC. BENIN BREWERY, BENIN, EDO STATE
PLACE OF PRIMARY ASSIGNMENT, NATIONAL YOUTH SERVICE CORPS (NYSC)
Slob and Inventory Management/Warehouse Supervisor. (2018-2019)

Duties

- ☐ Kept track of quality, quantity, delivery times and transport cost of slow and obsolete products
- ☐ Design and tracking of warehouse loss tree and developed practical action
- ☐ Reviewed the write off process to ensure the company saved over 50% of the time it takes to dispose product.
- ☐ Team lead for weekly, monthly and quarterly stock count.
- ☐ Inventory Management for slow and obsolete products.
- ☐ Generated dispatch notes for all transporters to load out slob/expired drinks
- ☐ Warehouse management and bay organization.
- ☐ Supervised and trained warehouse force
- ☐ Carried out other activities as assigned by superiors.

3. INDEPENDENT NATIONAL ELECTORAL COMMISSION (INEC)
Presiding Officer, Benin City, Edo State. (2019)

Duties

- ☐ Ensured prompt opening and closing of polling station under my care.
- ☐ Conducted the polling unit well to ensure free and fair election.
- ☐ Worked hand in hand with securities to prevent unnecessary interference during voting.

EDUCATION

- . Ladoke Akintola University of Science and Technology, Ogbomosho, Oyo State.
B. Tech Animal Nutrition and Biotechnology 2018
- . Prospect High School, Abanla, Ibadan, Oyo State.
O'Level Senior Secondary School Certificate 2008
- . Mopelola Memorial Nursery and Primary School, Ibadan, Oyo State.
First Leaving School Certificate 2003

TRAININGS ATTENDED

- . Skill Acquisition and Entrepreneurship Development Training
Aquaculture (Agro Allied) Batch A Orientation Course, Edo State. 2019
- . HSE British Safety Organization (Novelle Centre Edo State) 2019
- . Warehouse Safety Trainings at Guinness Nigeria 2018
- . Computer Training at Ladoke Akintola University of Science and Technology 2011

AWARDS AND HONOURS

- ☐ Certificate of Completion (HSE)-British Safety Council 2019
- ☐ Vice-President, Agro-Allied CDS Group, Batch A 2018 Corp Members
Ikpoba-Okha Local Government, Benin City, Edo State. 2019
- ☐ LAUTECH ICT Training Certificate (Upper Credit) 2011

SKILLS

- ☐ Problem Solving, Prompt decision making, Team player and leader, Analytical and innovative.
- ☐ Strong interpersonal and communication skills, both oral and written.
- ☐ Ability to learn and adapt fast in a new working environment.
- ☐ Highly motivated, resourceful and hardworking, with strong desire to always achieve set goals within a given time frame and available resources.
- ☐ Ability to work effectively and efficiently under pressure and with little or no supervision.
- ☐ Technical Skills Systems: Windows (XP 7, 8 and 10) and highly proficient in Computer Applications such as Microsoft office suite (Word, Excel, PowerPoint and Outlook).

INTEREST AND ACTIVITIES

Reading, Studying Nature and Creativity Enthusiast

REFEREES

Available on Request