

ORUNGBEMI VICTORIA DAMILOLA

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ABOUT ME

A Linguist with lots of experience in diverse fields due to the fact that I am versatile, a fast learner, a problem solver, a resourceful professional with an excellent communication skill and strong attention to details.

SKILLS

Leadership skill

Computer skill

Communication skill

Problem solving skill

WORK EXPERIENCES

Globe Takers Hub (April 2022 – September 2022)

Job Title: Customer Care Representative/ Consultant

DUTIES:

Receiving and making calls

Attending to clients

Recording and solving issues

The Auditor General for Local Governments Ibadan (January 2022- October 2022)

Job Title: Secretary

DUTIES:

Typing of documents for official assignments

Filling of cheques

Worked with other staffs for auditing of Oyo State Local Governments budget
Attending to visitors through proper procedures

Edinwo Supermarket Ilorin (June 2021- September 2021)

Job Title: Shop Floor Attendant/Cashier

DUTIES:

Diligently keeping the shelves neatly arranged and fully stocked
Pay point cashier responsible for sales and cash reception from customers
Proper cash remittance and balancing of Accounts.

Salive (NBC) (April 2021- July 2021)

Job Title: Brand Promoter

DUTIES:

Giving of incentives to customers and pushing of sales

Luxury Lounge (November 2019 - February 2020)

Job Title: Waitress then Accountant

DUTIES:

Seeing to day to day running of the lounge
Keeping records of income and expenses
Making sure goods are restocked

Contract Staff For Guinness (April 2019 and January 2021 - March 2021)

Job Title: Brand Promoter

Duties:

Pushing of sales for Red label

Pushing of sales for Guinness beer

CONTRACT STAFF FOR AMBER ENERGY DRINK (December 2020 and October 2021)

Job Title: Brand Ambassador

Increase of sales by 5% by working with my team to promote the product.

EDUCATIONAL BACKGROUND

Bachelor of Arts in Linguistics

School: University of Ilorin, Kwara State.

Year of Graduation: 2021

Awards: Queen of Faculty of Arts 2017

