

# OLUWAPELUMI OLUWOLE OYEKUNLE

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## Profile

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- Date of Birth: 28<sup>th</sup> November, 1996
- Gender: Male
- Marital Status: Married
- State of Origin: Oyo

## Professional Profile

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A committed and driven graduate seeking a challenging position that would require utilizing the best of my abilities to achieve the firm's vision through conscious resources management and optimal service delivery and, thereby provide better service to the organization within the stipulated time. Also possess a strong leadership quality, team player, excellent communication and interpersonal skills, creative and analytical thinking ability.

## Education and Professional Certification

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|---|-----------------|
| • <b>HND</b> in Development Studies (The Polytechnic of Ibadan).<br><b>Grade: Upper Credit (CGPA: 3.87/5.0)</b> | September, 2018 |
| • <b>ND</b> in Development Studies (The Polytechnic of Ibadan).<br><b>Grade: Upper Credit (CGPA: 4.07/5.0)</b>  | September, 2015 |
| • <b>WASSCE</b> (Atanda International High School, Oluyole, Ibadan).  | May/June, 2012  |
| • <b>Chattered Institute of Local Government and Public Administration</b><br><b>Student.</b>                   | September, 2018 |
| • <b>Certificate of Service (National Youth Service Corps Scheme)</b>   | October, 2020   |

## Experience

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- **Palmstream Attorney (Legal Practitioner/Real Estate).** Dec., 2020 – July. 2022.  
**Position: Human Resources Manager**

### Duties

- Manage office supplies stock and place orders.
- Recruitment, Training and Staff management
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases.
- Organize a filing system for important and confidential company documents.
- Update office policies as needed.

- **Sagamu Local Government Seceretariat, Ayepe, Sagamu. (N.Y.S.C.)** Nov., 2019 – Nov., 2020.  
**Position: Administrative Officer**

### Duties

- Keeping records and ensuring smooth day-to-day activities.
- Attending meetings.
- Issuing of letters to client and also responding to client complains.
- Assisting the HR department

- **Diocesan Diamond House, Old Bodija, Ibadan.** Sept. 2015 – Oct. 2019.  
**Position: Customer Care Representative**

### Duties

- Ensure outstanding customer satisfaction by maintaining strong working relationships.
- Assist sales team in business acquisitions, planning, retention and management.
- Maintain complete and accurate customer correspondence data.
- Develop and update client related reports.
- Managing client relationship to build reputation for excellent service and generate repeat business.
- Negotiate and manage agreements through business contract process.
- Identify and develop problem solving methodologies to resolve customer issues.

## Skills

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- Flexibility and adaptability to circumstances with high level of versatility.
- Online sales and marketing.

- Microsoft Office.
- Coding with HTML.
- Entrepreneurship development and small business developer.
- Project and team work management.
- Call Center Operations (Customer Support Service).

## **Area of Interest**

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- Project Implementation and Execution.
- Research and Training.
- Customer Care Relationship.
- Administrative and Management.
- Human Resources Management

## **Referee**

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**[Available on Request]**