

OLAOLUWALOLA ANDREW

Opposite Orisun Hospitality, Irepodun street, beside Fidelity bank, Bodija, Ibadan. 08180738813
olaoluwalolaandrew@gmail.com

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

OCTOBER 2019 – PRESENT

ASSISTANT ADMINISTRATOR, FRUITBEARERS NURSERY AND PRIMARY SCHOOL

- Handled office tasks such as filing, generating reports and presentations, setting up for meetings and reordering supplies.
- Provided real time scheduling support by booking appointments and avoiding conflicts.
- Made travel arrangements.
- Screened phone calls and routing callers to the appropriate party.
- Used computers to generate reports, transcribe minutes from meetings and create newsletters.
- Maintained polite and professional communication via phone, email and in-person.

April 2019 – September 2019 (nysc)

Trainee Manager, ADDIDE STORES LTD

- Forecasted, stocked and merchandized products.
- Ensured prompt reconciliation of paperwork.
- Ensured prompt, efficient and courteous customer service.
- Maintained a clean, customer-friendly environment.
- Assisted with the management of the store.

JULY-SEPTEMBER 2015-2016

SALES ASSOCIATE, ADDIDE STORES LTD

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
- Operating cash registers, managing financial contributions and balancing drawers.
- Directing customers to merchandise within the store.
- Increasing in-store sales.
- Superior product knowledge.
- Introducing promotions and opportunities to customers.
- Cross-selling products to increase purchase amounts.
- Updating customer profiles and accounts in the database.

EDUCATION

OCTOBER 2018

BSC ANATOMY, UNIVERSITY OF ILORIN, KWARA STATE.

JULY 2012

SECONDARY SCHOOL LEAVING CERTIFICATE, QUEENS COLLEGE, LAGOS.

SKILLS

- Time Management skills
- Excellent Communication and presentation Skills
- Ability to multitask and prioritize
- Self-driven
- Good work ethics
- Interpersonal skills like politeness and empathy.

CERTIFICATION

- **Customer Relationship Management** – Sansvid M International
- **Project Management** – Sansvid M International
- **Health and Safety Management** – Sansvid M International
- **Human Resources Management** – Sansvid M International
- **ICT Essentials** – Sansvid M International