

# FOLASHADE DAMILOLA ODENIYI

No.10, Oyetola Odeniyi Street, Alagbole off Ojodu Berger, Lagos

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## PROFESSIONAL PROFILE

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A well rounded and achievement-driven Business Manager proficient in sales, branding and administrative processes. Confident and personable individual who excels at prioritizing and completing multiple tasks simultaneously and following through to achieve project goals.

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## SKILLS

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- Excellent time management
- Establishes highly credible relationships and has personal impact through engaging respectfully and professionally.
- Strategic thinker, innovative, able to drive multiple-simultaneous initiatives and work under pressure.
- Great Interpersonal skills.
- Excellent leadership and teamworking skills.

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## PROFESSIONAL EXPERIENCE

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**Diva's Delight, Lagos**  
**General Manager**

**Jan 2021 - Present**

- Coordinating Business Operations, formulating policies that drives business.
- Managing Administrative, logistical, human resources and accounting services to support company operation.
- Monitoring and Motivating staff.
- Addressing customer inquiries promptly and professionally and ensuring customer satisfaction.
- Identifying business opportunities with new and existing customers.

**Xclusive Deelite, Lagos**  
**Relationship Manager**

**March 2018 - Dec 2020**

- Identified opportunities that increased sales services of the confectionary company.
- Served as a liaison to administrative, operations, and executive areas of the company.
- Established and maintained long term relationships with customers.
- Monitored and analysed competitors activities to assess threats to important clients.

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## EDUCATION

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**University of Ibadan, Oyo State**  
Bachelor of Science in Psychology

**2017**

**Prospect Private College, Ogun State**  
Senior Secondary School Certificate Examination

**2007**

