

# Dada Damilola Opeoluwa

23, st Anne's crescent molete ibadan Oyo state  
09031196793 | dadadamilola810@yahoo.com

## Objective

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Pro active, self motivated and goal oriented team player looking to join an organization with an environment where I can collaborate with other team members to improve myself for the growth of the organization. Employer will find me hardworking, dedicated and consistent professional eager to learn and improve , a good team player with good interpersonal skills and also capable of building good relationship with colleagues and clients for the good of the firm.

## Experience

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- **KAWAWA O. COMM. ENTERPRISES (THERMOCOOL SHOWROOM)** 2022 -  
Inventory Officer
  - *preparing the inventories, maintaining the stock records, using computerized systems for entering the records and is accountable for checking the supply invoices with the purchase orders.*
  - *preparing the reports on adjustments done to inventories that may be damaged, spoilt, etc., and coordinates the purchasing, inventory and warehousing functions.*
  - *To maintain record of receipts as well as issuance of items that are going out of the warehouse so as to ensure accuracy and completeness.*
  - *Makes sure to get rid of the surplus or obsolete stock.*
- **ISON EXPERIENCES : AIRTEL PROCESS** 2020 - 2022  
Customer service Representative
  - **Manage large amounts of incoming phone calls.**
  - **Generate sales leads.**
  - **Identify and assess customers' needs to achieve satisfaction.**
  - **Build sustainable relationships and trust with customer accounts through open and interactive communication.**
  - **Provide accurate, valid and complete information by using the right methods/tools.**
  - **Meet personal/customer service team sales targets and call handling quotas.**
  - **Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution.**
- **CENTRE FOR FORENSIC AND DNA STUDIES UNIBEN** 2019 - 2020  
Administrative Assistant
  - *Handling administrative requests and queries from senior managers.*
  - *Planning meetings and taking detailed minutes.*
  - *Write and distribute email, correspondence, memos, letters, faxes and forms.*
  - *Organizing and scheduling appointments with admin software.*
- **ILUGUN HIGH SCHOOL SENIOR** 2018 - 2019  
Teaching Practice Student
  - *Establish clear objectives for all lessons , units and projects and communicate those objectives to the student.*
  - *Prepare, administer and grade tests and assignments to evaluate students progress.*
  - *Observe and evaluate students performance, behavior, social development and physical health*
- **LADIMEJI LASILE ENTERPRISES** 2015 - 2016  
Industrial Training Student
  - *Supported the founder at he set up and establishing of the business which involves sales and support.*
  - *Typing and printing of documents.*

## Education

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- National youth service corps discharge certificate 2020
- **TAI SOLARIN UNIVERSITY OF EDUCATION** 2016-2019  
B/SC Political science and Education  
Second class upper

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| <ul style="list-style-type: none"><li>• <b>FEDERAL POLYTECHNIC ILARO</b><br/>National diploma public Administration<br/>Upper credit</li></ul> | 2013-2015 |
| <ul style="list-style-type: none"><li>• <b>WONDERFUL HEIGHTS INTERNATIONAL COLLEGE</b><br/>Secondary school leaving certificate</li></ul>      | 2008-2013 |
| <ul style="list-style-type: none"><li>• <b>FAJ NURSERY AND PRIMARY SCHOOL</b><br/>Primary school leaving testimony</li></ul>                   | 2002-2008 |

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### **Skills**

- Leadership skills
- Team building
- Decision making
- Efficient with Microsoft word and excel
- Problem solving

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### **Projects**

- **THE INFLUENCE OF POLITICAL ADVERTISING ON VOTING BEHAVIOR (2016 )**
- **GENDER INEQUALITY AND LOCAL GOVERNMENT ADMINISTRATION IN OGUN STATE ( 2019 )**

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### **Personal Details**

- Date of Birth : 10/10/1996

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### **Reference**

- **Engr Tajudeen Aigoro - "Compliment Hotel and suites"**  
CEO  
08064544979
- **Mrs Oyedemi - "Prosperous kiddies international school"**  
Proprietress  
08060880383