

Olumuyiwa Amos Fajinmi

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Summary

Dynamic assistant manager with over 6 years of professional experience. Wishes to leverage top-notch managerial and organizational skills to boost efficiency at your establishment. Managed a team of 10 employees in a busy work environment. Grew the number of customers by 25% a year and reduced the cost of advertisement by 50%.

Skills

- Leadership
- Decision maker
- Multitasking
- Communication
- Problem solving
- Goal getter
- Computer proficiency
- Negotiation
- Video editing

Experience

Assistant Manager

December 2015 - January 2020

Sushi Bar LLC | United Arab Emirates

- Achieve great task by motivating employees to get them focus
- Cut cost of advertising by 50% a year
- Trained, developed and recruit new staff
- Retained old customers and gained new ones through proper communication and complaints resolve
- Strengthened company's policies and programs which brought the company into the limelight
- Liaise with all suppliers to ensure timely delivery of raw materials
- Received phone calls and make outgoing calls
- Implement the quality control of food production and cooking activities

- Smooth and daily operation of the business
- Managed a major fire outbreak which could have cost the company a fortune

Farm Manager

March 2013 – November 2015

Olowa Farms | Ibadan, Oyo, Nigeria

- Acknowledged customer issues and resolved their problems quickly and efficiently
- Processed customer payments in cash, credit cards and checks, checking for validity
- Conduct market research to learn of current trends and to perform sales activities accordingly
- Contact existing and new customers to discover their needs and to explain how certain farm products could be useful to them
- Contribute to the sales initiative, which enhanced the company's revenue by 20%
- Effectively communicate with other employees and upper management to ensure complete care of customers
- Follow up with customers ensuring their satisfaction with their purchases
- Fulfill all administrative duties, including: completing and filing paperwork, directing a multi-line phone and setting appointments

Movie Sensation, Oyo State, Nigeria

October 2004 – December 2005

Sales Representative

Education

- **Obafemi Awolowo University, Ile-ife, Nigeria** 2010
BA (Hons), History / International Relations

Certification

- Zabeel International Institute of Management & Technology, Dubai, UAE 2017
Certified Executive Secretary / Administrator
- Rochester Institute of Technology (R.I.T), New York 2018
Certificate of Achievement in Public Speaking, (online course)
- National Directorate of Employment 2013
Certificate of Completion, Rural Agricultural Development Training (RADT)