

DOLAPO OLUWADAMILOLA ADENIRAN

Lagos State.

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CAREER OBJECTIVE

To render high quality service to my immediate environment and society by employing diverse and cumulative skills and expertise garnered over the years while developing my skills yet further towards economic and social growth.

SKILLS AND ABILITIES

- Application of Microsoft office packages (MS Word, Excel, PowerPoint)
- Good report writing and Record Keeping skill
- Good Team player ability
- Good decision making and Problem solving skill

WORK EXPERIENCE

Marketer/ Purchasing

Honeymoon Natural Honey, Gbagada , Lagos/Feb 2020 - Oct 2020

- Sell products and services
- Resolve customer complaints via phone
- Arrange for transportation or storage of purchased products
- Review orders to determine product types and quantities required to meet demand

Administrative Officer

Dantoy Water (Bottled Water and Dispensers), Ijede Ikorodu, Lagos/Nov 2018 - Feb 2019

- Document Management
- Maintaining Office Records
- Ordering Office Supplies
- Record Keeping

2016 Community-Based Farming Scheme (IT)

Federal University of Agriculture (FUNAAB) - Abeokuta, Ogun State

- Marketing of produce

- Team work with colleagues
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EDUCATION WITH DATES

2020 BSc. (Hons) Plant Physiology and Crop Production
Federal University of Abeokuta - Abeokuta, Ogun State

LANGUAGES

English and Yoruba

ACTIVITIES & INTERESTS

Meeting people, Marketing, Administrative works, Customer Relations,