

Olabisi Rebecca Fajinmi

gbolagadebisigold@gmail.com | 08032802630 | 08087709674

16, Jide Ojuolape Crescent, Salawu Street, Old-ife Road, Ibadan

OBJECTIVE

To be a part of organization where my experience and skills will be utilized for growth and development

SKILLS

- Cash management
- Clear oral and written communication
- Complaint resolution
- Customer satisfaction
- Excellent organizational skills
- Merchandise control and presentation
- Team player

EXPERIENCE

Cashier

Yem-Yem Superstore – Lagos, Unilag Branch | October 2019 - November 2020

- Received cash and cards payment from customers
- Checked and processed customers order
- Verified cash transfer by customers
- Checked and removed expired product from the shelf
- Welcomed customers and assist with their orders
- Closed sales and tender cash to the manager

Receptionist

Hoggs and Holls Consultant – Lagos, Nigeria | January 2017 - March 2018

- Arranged schedules for management to meet with clients and business partners
- Composed, sent, received, and distributed correspondence through letters and emails
- Created and organized training materials for various office position
- Handled customer questions and complaints with professional courtesy
- Inventoried office supplies and managed ordering of new supplies whenever required
- Juggled answering phones while attending to clients in person
- Organized and managed customer invoices and payments

Supervisor

Spal Farms Limited – Iwo, Osun | April 2018 - March 2019

- Accurately completed cash register transactions
- Conferred with employees to discuss complaints and resolve issues
- Created reports of manufacturing efficiency and issues for presentation before other managers
- Advised customers about product options to exceed their experience
- Effectively executed visual merchandising and marketing initiatives
- Estimated alteration of merchandise and cost of repairs
- Facilitated stock management and inventory, conducting routine inventory audits and cycle counts
- Guaranteed scheduled maintenance takes place to prevent damage
- Kept records of inventory and placed orders to replenish stock
- Received and processed cash and credit payments

EDUCATION

BA (Hons) in Agricultural Extension and Rural Development

Olabisi Onabanjo University | Ago-Iwoye, Ogun State, Nigeria | October 2017