

# Oyategbe Bose

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## EDUCATION

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### **Bachelor of Technology, Marketing**

**January 2020**

Ladoke Akintola University of Technology, Ogbomosho

Academic Standing: Second Class Upper

Relevant Courses: Human Resource Management, Business Decision Analysis, Entrepreneurship, Operation and Production Management, International Marketing, Business Environment.

## WORK EXPERIENCE

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### **Online Sales Representative, Tommygold Incorporations, DresSmart**

**July 2019- Present**

- Post products on social media platforms
- Monitor all online orders
- Communicate and Negotiate with Customers
- Follow up with delivery persons to ensure customers get their orders delivered successfully

### **Kitchen Assistant, Belle-Full Kitchen**

**February 2020 – March 2020**

- Ensured that cooking area was cleaned
- Assisted in cooking every meal
- Took all online orders and delivered them

### **Social Media Intern, Printpally**

**May 2018 – Feb 2019**

- Handled all the social media pages of the business
- Monitored all the online campaigns
- Assisted in attending to online clients

### **Administrative Assistant, Earthlords Properties & Investments Ltd**

**June 2017 – Oct 2017**

- Prepared quotations for supply of company's products
- Ensured that all documents are filed appropriately
- Participated in the company's internal audit
- Welcomed visitors to the company

### **Human Resource Intern, Xtreme Cr8tivity Xpressions Ltd**

**June 2016 – March 2017**

- Prepared monthly pay slip for employees
- Gained human relationship management through regular interaction with employees
- Participated in the recruitment and selection process of new employees

## VOLUNTEER ACTIVITIES

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- Usher, Capacity Building Workshop, Lautech
- Copy Editor, Vagonews.com

**July 2018**

**June 2018 - Present**

## **SKILLS AND INTERESTS**

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Computer Skills - Microsoft Word, Excel

Communication Skills

Languages - Fluent in English and Yoruba.