

# OYEDOLAPO Y. ABUDU

No2 Hope Street Oluwo nla Bashorun, Ibadan, Oyo State.  
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**SEX:** Female.      **DATE OF BIRTH:** 22<sup>nd</sup> February, 1995.      **MARITAL STATUS:** Single.

## OBJECTIVE

Seeking to secure a role with your reputable organization where my skills, knowledge, education and experience can be effectively utilized at achieving organisational aim and objectives with emphasis on career development and proficiency.

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## PROFILE

Result-oriented young graduate with experience in economic research, administrative work and project management. Adapt quickly to changes in a work environment, self-motivated with keen interest in acquiring knowledge and skills to create innovative values and solve problems.

**Core skills** possessed include;

● Research ● Computer- Microsoft word, Excel, Power point, Corel draw, Pager ● Communication ● Teamwork ● Analytical ● Numeracy ● Presentation ● Marketing ● Project management ● Customer service ● Sales

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## WORK EXPERIENCE

**Customer service Representative**

**March 2019- Date**

**Ison Experience.**

**Responsibilities:** Help customers with complaints and questions, give customers information about services, deliver prepared sales talks, contact individuals by telephone in order to solicit sales for Union bank target savings products

**Direct Retail Agent**

**January, 2018 – December, 2018**

Sterling Bank Plc

**Responsibilities:** Open and maintain accounts in accordance with the established procedures. Apply regulatory requirements such as KYC, Money laundering Prevention procedures at all times. Engage customers to sell bank products and services, maintain contact with new and existing customers on routine account management activities.

**Secretary**

University of Ibadan AgroImpact, Ibadan, Oyo State.

**December, 2016 – Nov, 2017**

National Youth Service (NYSC).

**Responsibilities:** Execute administrative tasks such as filing, typing, preparing and maintaining diaries, handling correspondence, prepare and collate reports, meeting and greeting visitors, assist with the processing of agricultural produce, help with the marketing of food products.

Secured three (3) new wholesalers that improved visibility and sales of the food products.

**Assistant Economic Researcher (Intern)**

**April, 2015 - September, 2015**

Manufacturers Association of Nigeria (MAN), Ikeja, Lagos.

**Responsibilities:** Collated and documented data for microeconomic analysis, assisted with the preparation and presentation of economic reports for manufacturing companies, assisted with the analysis of economic trends and their effects, helped with the collation and assessment of questionnaires, prepared minutes for meetings and programs, executed other administrative tasks assigned by the management.

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## EDUCATION & QUALIFICATIONS

Universite Polytechnique Internationale du Benin, Benin Republic  
B.Sc., Economics (Second Class Upper).

2013 - 2016

**Grade:** 4.45

Community Senior Secondary School, Idata Ilagbo, Lagos State  
Senior Secondary Certificate Examination (SSCE)

2006 - 2011

Mayflower Primary School, Ikenne, Remo, Ogun State  
2006  
Primary School Leaving Certificate

2001 –

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## PROFESSIONAL QUALIFICATION

Project Management Professionals  
Confederation of Project Managers Certificate

May, 2017

New Hires Induction Programme  
(Customer Service Training)

February 2019

## LANGUAGE SKILLS

	UNDERSTANDING		SPEAKING	WRITING
	LISTENING	READING	SPOKEN INTERACTION	
English	Proficient	Proficient	Proficient	Proficient
French	Proficient	Proficient	Proficient	Proficient

## REFREES

Mr Atusue Omoniyi James  
Federal Ministry of Information Abuja.  
08035874705

Mrs. Bola Fadaka  
Friesland campina Ikeja Lagos  
080213006128