

AKANMU ISMAIL OLAYINKA

No 11, Olalere Akanbi Street, IK Dairo Bus Stop-Gate, Ibadan.

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Personal Profile

A graduate with experience in business operations, customer service & support, accounting and administrative operations. I am energetic and ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with.

Experience

YOMLAT Limited, Lagos State

August 2019 – May 2022

Role: Admin/Account Officer, Customer Service & Support

Duties:

- Supervised the sales associate.
- Resolved customer's complaints.
- Assisted the customers.
- Got feedback from the customers.
- Assisted the sales department when needed.
- Helped in making administrative decisions.
- Helped in training the new sales associates.
- Reported the financial statements.
- Documented financial transactions by entering accounting information.

QIS Supermarket, Oyo State

June 2016 – October 2017

Role: Cashier

Duties:

- Provided customers a personalized, friendly and efficient cashiering service.
- Took payments from customers via cash, cheques and credit cards.
- Entered purchases into cash register then calculating the total purchase price.
- Helped to resolve customer complaints.
- Was responsible for the accurate and timely allocation of cash.
- Identified a potential sale leads and referring them to colleagues.
- Sorted, counted and wrapped currency and coins.
- Compiled and maintained monetary and non-monetary reports and record.
- Balanced cash in the till with receipts.

Education

Ladoke Akintola University of Technology, Ogbomosho, Oyo State

2018

BTech in Management and Accounting

Second Class Lower

Certification

- Microsoft Office Application

Skills

- Problem solving
- Good communication
- Team building
- Good analytical skills
- Good typing skills

Interests

*Football *Surfing the internet *Impacting people positively *Rubbing mind with people of high intellect

Reference

Mr Olatunji Hafeez – “YOMLAT Limited”

Manager

Olatunjeehafeez@gmail.com

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Mr Alaka Abdulsalam – “QIS Supermarket”

Manager

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