

# RESUME

<b>OBJECTIVE:</b>	❖ A proficient individual who works towards excellence and precision at all times with existing staffs, superiors and co-recruits by contributing the best of my academic knowledge and skills to improving the integrity and value of the organization while simultaneously gaining some appreciable working experiences to be used in the furtherance of the continual growth of the organization.
<b>BIO-DATA</b>	❖ <b>Name:</b> Oriade Ojo Muhammed ❖ <b>Address:</b> 73, Loco street, sango, Ibadan, Oyo State. ❖ <b>PhoneNo:</b> 08168572077 ❖ <b>E-mail:</b> oriadeakolawole@gmail.com
<b>EDUCATIONAL QUALIFICATIONS</b>	❖ University Of Ibadan. <b>2014 -2019</b> <b>B.sc Psychology</b> ❖ Army Barracks Grammar School, Iwo Road, Ibadan. <b>West African Senior School Certificate Examination. 2001–2007</b> ❖ Army Children Primary School, Iwo Road, Ibadan. <b>First School Leaving Certificate. 1996 -2001</b>
<b>OTHER QUALIFICATIONS</b>	❖ Encomia Business & IT Support Company <b>Certificate in Information Technology 2017 – 2018</b> ❖ Omoh's Apex Solution Limited. <b>Certificate in Business Management Training 2017 - 2018</b>
<b>SKILLS:</b>	❖ Proficient in spoken and written English. ❖ Highly skilled in handling administrative tasks with a good sense of human interrelationship ❖ Sheer expertise in team work to effective solutions that drive company growth and rapid development. ❖ Place a high value on integrity, trustworthiness, honesty and diligence to the discharge of assigned duties and responsibilities. ❖ Ability to work under pressure ❖ Critical thinking and problem solving ❖ Good customer service ❖ Proficient in Microsoft tools. Ms Word, Ms Excel, Power point and Corel Draw ❖ Ability to multitask.
<b>LANGUAGE SPOKEN:</b>	❖ English ❖ Yoruba

<b>INTERESTS:</b>	<ul style="list-style-type: none"><li>❖ Reading</li><li>❖ Traveling.</li></ul>
-------------------	--------------------------------------------------------------------------------

**WORK  
EXPERIENCE:**

➤ **Topchart MultilinksConcept.**

Post Held: Stock Keeper

**2007 -2010**

***JobDescription:***

- ❖ Record keeping of both existing and newly added stocks.
- ❖ Distribution of stocks to all sales representatives.
- ❖ Working with information e.g Word processing, database, e-mail and internet
- ❖ Timely recommendation of new stocks needed.

➤ **Unique Publishers,OkeAdo,Ibadan.**

Post Held: Sales Representative

**2012 -2014**

***JobDescription:***

- ❖ Acting as a middleman between the company and the customers.
- ❖ Identifying new or prospective customers.
- ❖ Daily record keeping and monthly report.
- ❖ Assisting the company with customer's feedbacks.
- ❖ Ensuring Proper and timely delivery to customers.

**Tee-WoodworksandInteriors**

**2015 –2017**

➤ **Mokola,Ibadan**

Post Held : Client Service Officer

***Job Description:***

- ❖ Answer customer inquiries via phones, email and in person.
- ❖ Direct customers to available products.
- ❖ Update customer records in the system, including notes about interactions.
- ❖ Present ideas for improving client service.
- ❖ Good customer relation service

➤ **The Bazaar SupermarketandStores.**

**Nov 2018 – Nov 2020**

Post Held: Store Supervisor

***JobDescription:***

- ❖ Initiating requisition of stocks on a weekly basis.
- ❖ Ensure the running of operation when the manager is on official duties.
- ❖ Creating ID for damaged items and sending them to the head office.
- ❖ Arrangement of pre-expired items from all sections of the store.
- ❖ Receiving of supplied goods in the absence of the manager.
- ❖ Listen to customer's complaints and provide solutions
- ❖ Uploading customers reviews to the head office.
- ❖ Weekly report of activities in all sections.
- ❖ Giving out creative ideas to promote efficiency and productivity.

❖ **Cool Deals Ng. ( Part Time)**

**Aug. 2016 Till date .**

Post Held : Southwest Delivery Coordinator.

**Alhaji Oriade Ajadi**

Senior Inspector Of Prisons.(Rtd)  
Nigeria Prisons Service,Agodi,Ibadan.  
08056174788.

**REFEREES:**

**Oyenekan Morayo.**

Senior Customer Service Executive.  
Nitestay Limited.  
08179615239.

