

YEKINI ISLAMIAT OLAYEMI

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Professional Summary

Organized and dedicated Administrator with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments.

Skills

- Time Management
- Flexible and Adaptable
- Customer Service
- Excellent Communication
- Dependable and Responsible
- Teambuilding
- Multitasking Abilities
- MS Office
- Written Communication
- Good Telephone Etiquette
- Self-Motivated
- Analytical and Critical Thinking
- Clerical Support
- Planning and Coordination

Work History

Team Lead, 2021

Yemight Cakes N Pastries – Agbowo-Ikosi, Lagos State

- Packaged and labeled baked goods with accurate descriptions and ingredients.
- Resolved customer concerns with positive approach and constructive strategies.
- Prepared all pastry items in accordance with standards of quality, quantity control, taste and presentation.
- Mixed icing and other toppings by reading recipes, scaling and measuring ingredients and operating mixer.

Classroom Teacher, 2020 to 2021

Government College – Apata, Oyo State

- Taught Civic education subject matter based on information compiled from textbooks, online sites and other educational materials.
- Assessed student learning progress and comprehension with routine tests and standardized examinations.
- Helped students develop self-esteem and life skills by fostering healthy conflict-resolution, critical thinking and communication.
- Established and enforced rules of behavior to drive social development and maintain positive interactions.
- Drove student learning by establishing clear classroom plans and group objectives, as well as actionable strategies to achieve each goal.

Sales Representative, 2015 to 2019

Yeye Textile Store – Agbowo-Ikosi, Lagos State

- Met with existing customers and prospects to discuss business needs and recommend optimal solutions.
- Assisted in product placement and visual merchandising, maintaining attractive and inviting appearance.
- Effectively sold significant overstock of inventory, reducing overhead and improving cash flow.
- Surpassed sales objectives several consecutive years by cultivating productive client partnerships.
- Executed direct sales from manufacturers to customers to improve profitability within retail environment.
- Gathered financial information, prepared documents, and closed books.
- Evaluated and improved accuracy and completeness of financial records.

Education

B.Sc (Hons): Philosophy, 2019

Olabisi Onabanjo University - Ago-iwoye, Ogun State

Senior Secondary School Leaving Certificate : 2015

Mayflower School - Ikenne Remo, Ogun State

Accomplishments

- Curriculum Development - Tailored educational curriculum to students with range of learning styles strengths, and weaknesses. Developed innovative lesson plans and practical application exercises for classroom.
- Customer Follow-up - Ensured that customers were satisfied with company products and services by doing purchase follow-up.
- Conflict Resolution - Responsible for handling customer account inquiries, accurately providing information to ensure resolution of product/service complaints and customer satisfaction.

Additional Information

- Seasoned administrator
- Trained Baker
- business enthusiast