

OLALEYE OLAMIDE TEMITOPE

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Objective

Detail- oriented , Resourceful And organized professional seeking to obtain a Position in a dynamic work environment where I can fully used my skills to bring about positive changes, attaining professional distinction and proficiency to improve both organization objectives and managerial goals .



Experience

ADMINISTRATIVE ASSISTANT

2021 - 2022

FINE COAT COMPANY AKWA IBOM UYO

- Create and maintain filing systems, both electronic and physical
- Running errands to the post office or supply store and manage accounts and perform bookkeeping
- Manage accounts and perform bookkeeping and answer phones and greet visitors
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports.

OFFICE ADMINISTRATOR

2020 - 2021

WOODGREEN LOGISTICS COMPANY IKEJA LAGOS .

- Coordinate activities throughout the company to ensure efficiency and maintain compliance with company policy
- Supervise members of the administrative staff, equally dividing responsibilities to improve performance
- Manage agendas, travel plans and appointments for upper management
- Support bookkeeping and budgeting procedures for the company
- Create and update databases and records for financial information, personnel and other data

SALE REPRESENTATIVES

2017 - 2018

VITAL FOAM PLC OBA ANKRA IKEJA LAGOS

- Present ,promote and sell products /services using solid arguments to existing and prospective customers
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- Establish, develop and maintain positive business and customer relationship
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Selling products and services using solid arguments to prospective customers
- Maintain contact lists and follow up with customers to continue relationships

CUSTOMER SERVICES REPRESENTATIVE

2015 - 2016

HISS WILL COMPANY IYANAPAJA ILE -EPO LAGOS STATE

- Manage large amounts of incoming phone calls
- Identify and assess customers' needs to achieve satisfaction
- Build sustainable relationships and trust with customer accounts through open and interactive communication
- Keep records of customer interactions, process customer accounts and file documents
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution



Education

FEDERAL POLYTECHNIC ADO EKITI

2018/ 2020

Higher National Diploma in Business Administration And Management

FEDERAL POLYTECHNIC ADO EKITI

2013-2015

Ordinary National Diploma in Business Administration and Management

WISDOM ASSEMBLY COLLEGE ODE AYEKA, OKITIPUPA ONDO

2012

West Africa Senior Leaving Certificate

EMURE MODEL HIGH SCHOOL,EMURE EKITI

2008- 2010

West Africa Senior Leaving Certificate

EMURE MODEL JUNIOR HIGH SCHOOL,EMURE EKITI

2004- 2007

Junior School Leaving Certificate

MIRACLE MODEL NURSERY AND PRIMARY SCHOOL,EMURE EKITI

1998-2004

Primary School Leaving Certificate



Skills

- interpersonal skills
- Team work and collaboration skills
- Strong Verbal And Written Communication
- Retail Management Experience
- Presentation skills / Problem Solving capabilities
- Ability to work independently and with professional discretion
- Organizational Skills
- Planing And Research Skills
- Attention to Details
- Excellent Customer Service / Relationship Management capabilities
- Planning & Organizing



Reference

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AVAILABLE ON REQUEST

