

AJINA TOLUWALASE

PROFESSIONAL SUMMARY

Result driven and well skilled Business Administration graduate, with hand on experience and exposure on UI/UX designs, Frontend developer, corporate organization communication, sales, and project management. Excels at delivering high quality results and specialized in complex web application design, through the creation of interactively tested, data driven, and user-centered designs.

I am a focused individual who is acknowledged for excelling and adapting to the demands of a challenging workload. Excellent communication and organizational skills coupled with strong work ethics.

CAREER SUMMARY

Direct Sales Agent (DSA)

First City Monument Bank (Nov 2021 - Till Date)

- Identify and understand the need of the Customer.
- Sell the banks products proactively to new/prospective customers.
- Participate in weekly/monthly sales performance review meetings.
- Cross-sell opportunities identified should be referred to the Direct Sales Manager.
- Ensure timely submission of weekly sales activity reports to Direct Sales Manager.
- Update call memo daily.
- Ensure assigned sales target and budgets are met.
- Participate in tactical sales/marketing activities.

UI/UX Design Intern (Remote Working)

Side Hustle (Oct 2021 - Sep 2022)

- Supported the user experience and interaction design across web and mobile devices.
- Planned and implemented new designs.
- Optimized existing user interface designs.
- Communicated with clients to understand their business goals and objectives.
- Combined creativity with an awareness of the design elements.
- Tested new ideas before implementing.
- Assisted in conduct of numerous user research.
- Developed technical and business requirements and strived to deliver intuitive and user-centered solutions.
- Identified and troubleshoot UX problems
- Learnt on the job.

Class Instructor (NYSC)

Young Tajudeen Middle School, Osun State (Nov 2019 - Oct 2020)

- Created lesson plans, prepared, and delivered lectures on cultural and creative arts.
- Worked on maintaining classroom records and evaluating student performance.
- Created and supervised activities for students.
- Maintained discipline in accordance with the rules of the school.
- Provided appropriate feedback on students work.
- Prepared required reports on students and activities..

Business Administrator

Sammy Cake and Cookies (Feb 2012 - July 2014)

- Supervised the business operations.
- Organized people and resources to achieve the company's goals.
- Drove and supervised positive business growth.
- Assisted in the day-to-day business activities
- Introduced and implemented innovative short and long-term business goals.

PROFESSIONAL SKILLS

- **Prototype Skills**
- **Design Software Skills**
- **Sales**
- **Coding Skills**
- **Communication Skills**
- **Leadership Skills**
- **Management Skills**
- **UX Writing Skills**
- **Documentation and Reporting Skills**
- **Customer Service Skills**
- **Decision Making Skills**
- **Time Management**
- **Networking Skills**
- **Critical Thinking Skills**
- **Microsoft Office Package**
- **Team Management**
- **Project management**

PERSONAL INFORMATION

Sex: Male

Marital Status: Single

Nationality: Nigerian

State of Origin: Kogi

Religion: Christian

CONTACT INFORMATION

Phone: (+234)7037289353

Email: toluajinao8@gmail.com

**Address: No. 3, Sanya sanyawo
close Ikolaba Estate, Ibadan.**

Front Desk Officer

Favour Hotel (Nov 2010 - Dec 2011)

- Welcomed guests and answered all incoming calls.
- Answered questions and addressed complaints.
- Monitored office supplies and placed orders when necessary.
- Kept updated records and files.

EDUCATIONAL HISTORY

Kwara State University, Malete (Dec 2022)

Bachelor Degree of Economics (Second Class Upper)

Kwara State Polytechnic, Ilorin (Sep 2019)

HND in Business Administration (Upper Credit)

Kwara State Polytechnic, Ilorin (July 2016)

OND in Business Administration (Upper Credit)

Christ Apostolic Church Secondary School (July 2010)

School Leaving Certificate (WAEC) August 2010

CERTIFICATION AND TRAINING

Oct 2021 to March 2022 - Jobberman soft skill training on Product design (UIUX).

Skills and Competencies

- Proficient in design tools, Figma, Photoshop and Adobe xd
- Honesty, quick learner, hardworking, self-motivation, creative and innovative.
- Ability to take initiative in the achievement of set target
- Excellent communication skills.
- Proficient in the use of Microsoft Word, Excel, Power point, Outlook and Access.
- Ability to express ideas and work independently with minimum supervision.

REFEREE

Available on request