**Bukola Kehinde**

# 135, Stanton Street, Newcastle Upon Tyne.NE4 5LH

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## PERSONAL PROFILE

A person with strong organisational ability; skilled at working closely with others in a team environment and with a flexible approach to work. Currently looking for a part time role in retail or a customer services environment.

## EDUCATION AND QUALIFICATIONS

**2021- till Date Northumbria University MSc (Hons) Digital Marketing**

**1998 – 2002 Lagos State University BSc (Hons) Microbiology**

WAEC (GCSEs equivalent): 9 subjects A-D, including Mathematics and English

## RELEVANT SKILLS

**Communication**

* Attending to clients with personal booking request via local and international telephone calls.
* Exhibit excellent communication, customer liaison skills, listening sympathetically to their problems.
* Observe, monitor and record client’s bookings and promptly report any changes.
* Supervising and coordinating services rendered to clients.

## Teamwork

* Worked as part of a team, handling urgent bookings, maintain standards and outstanding customer service.
* Constantly under pressure to finish my tasks as a team member before the deadline every shift.
* Shown initiative skills by supporting team members with their tasks after finishing my own.
* Encouraged colleagues to reach work targets collectively creating team spirit.

## Responsibility

* Keeping up to date records, including daily observations about all activities.
* Rendering weekly and monthly report.
* Preparing quotation/invoices for individual and company-based request.
* Developed problem solving skills through dealing with angry customers in a professional manner, quickly resolving situations using my own initiative.

## ADDITIONAL ACHIEVEMENTS

* **Person of Contact: Summer camp,** She Code Africa.
* **Counsellor: Children and Teenager,** Foursquare Gospel Church.
* **Vice Corper’s Liaising Officer (CLO),** National Youth Service Corp.
* **Committee Member Final Year Program,** Dept of Microbiology.
* **Zonal Coordinator,** Nigeria Christian Corper’s Fellowship

## LEISURE INTERESTS

* Enjoy travelling.
* Drawing, sketching and painting.

## REFEREES

* References are available upon request.