

# EYEBIOKIN TAIWO ADEDAMOLA

## Contact

### Address

1, Oloye adebayo street, Ile-iwe,  
Meiran.Lagos

### Phone

07067006022

### Email

eyebiokintaiwo26@gmail.com

### Reference

Available on request

## Additional Skills

- Managerial Skills
- Customer Service
- Proficient Cash Manager
- Information Manager
- Flexibility & Accountability
- Time Manager
- Leader Skills
- Innovation Mind
- Goal-oriented & result-driven
- Good communication
- Team player
- Community developer

## Professional Summary

I'm an animal science graduate who has focus primarily on administrative role and I have always believed in growth as a core value, having this in mind drives my passion and also keep my focus towards solving problems and making change.



## Work Experience

August 2018 - June 2019

### GPM Events center

Assistant Manager

- Ensures proper record, book-keeping of all entries, and outgoing details for the purpose of references.
- Manage facilities for the use of services
- Communicate with clients and evaluate their needs
- Analyze consumer behavior and adjust product positioning
- Handle complaints from customers

December 2019 - April 2020

### Film house cinema

Retailer

- Greet and direct customers
- Provide accurate information (e.g. product features, pricing, and after-sales services)
- Answer customers' questions about specific products/services
- Conduct price and feature comparisons to facilitate purchasing
- Ensure racks are fully stocked
- Manage returns of merchandise
- Coordinate with the Retail Sales Representatives team to provide excellent customer service (especially during peak times)
- Inform customers about discounts and special offers
- Provide customer feedback to the Store Manager

June 2019 - Present

### Durian village craft and enterprise

Financial Secretary

- Serve as the lead point of contact for all customer account management matters
- Build and maintain strong, long-lasting client relationships
- Negotiate contracts and close agreements to maximize profits
- Develop trusted advisor relationships with key accounts, customer stakeholders, and executive sponsors
- Ensure the timely successful delivery of our solutions according to customer needs and objectives

## Education

2013 - 2018

### Federal University of Agriculture, Abeokuta, Ogun State

B.Agric (HONS) Animal Science

### GPM Events center, Oba-ile Akure, Ondo State

NYSC Certificate