

Lekan Ajayi

Receptionists/sales Manager

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Phone 07032507840

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Friendly Receptionist with 1-year background in marketing settings. Knowledgeable about security, service and clerical requirements. Takes on multiple simultaneous tasks with excellent time management abilities and resourceful approach.

Personable and energetic Receptionist committed to delivering excellence in all facets of customer service and administrative support. Offers honed competencies in data-entry, database management and scheduling.



Skills



Managerial finance



Good



Managerial experience



Very Good



Work History



Feb 2020 - Jan 2021 Receptionist/sales Manager

Mrs Gbemisola Juliana, Lagos Island, Lagos

- Answered telephone calls to field inquiries from clients, vendors and various other callers seeking information.
- Assisted over **different** customers via phone each **business day**.
- Resolved customer problems and complaints by **calmly accessing the situation**.
- Oversaw inventory activities, including materials monitoring, ordering or requisition and supply stocking or re-stocking.



Education



Mar 2013 - Jun 2019 Senior School Leaving Certificate : Science Education

ST.GREGORY'S COLLEGE - Ikoyi, Lagos Island

- Awarded **best in Data processing**
- Graduated in Top 5 of Class



Software



Photoshop



Very Good