

ADEWUSI OPEYEMI

PROFILE:

I am an enthusiastic, organized and task driven individual with the ability to manage and grow customer base with my interpersonal skills and produce high quality work. I have over 18 months of professional experience as a Customer support executive and an Administrative officer. I communicate effectively and possess the ability to build cohesive and productive teams; while fostering and encouraging creativity and individual expressions.

CONTACT:

adewusiopeyemi05@gmail.com
08128444194
22, Okesanya Street, Papa Ajao,
Mushin, Lagos, Nigeria.

PERSONAL SKILLS:

- ✓ Emotional Intelligence.
- ✓ Confidentiality
- ✓ Effective communication and writing skills.
- ✓ Customer-centric and Courteous.
- ✓ Problem solving and ability to multi –task.
- ✓ Good confidentiality skills.

EDUCATION:

Obafemi Awolowo University, Ile-Ife. 2014 - 2018
B.Sc. International Relations.

Zenith Secondary School - Ogun State. 2006 - 2011
Senior Secondary School Certificate Examination.

EXPERIENCE:

ZGM Investment Group of Companies Limited - Opebi, Ikeja, Lagos.
Customer Support /Administrative Officer. Apr 2020 – Aug 2020

- Maintained a positive and empathetic and professional attitude toward customers at all times.
- Responded to phone calls, addressed mail requests and managed the company's inventory.
- Developed concise monthly meeting minutes and reports.

Federal Airports Authority of Nigeria - Mallam Aminu Kano International Airport, Kano. Oct 2018–Oct 2019
Administrative officer (NYSC Primary Assignment).

- Prepared detailed budget and managed office expenses effectively.
- Developed presentation slides, managed meeting schedules and handled staff itineraries.
- Ensured confidentiality of sensitive information and documents.

SOFTWARE:

Microsoft Office	●●●●●
Hootsuite	●●●●●
Zoho CRM	●●●●●
Slack/Asana	●●●●●
Google Suites	●●●●●