

ADETAYO STEPHENS

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PERSONAL SUMMARY

I am a fast learner with very great communication skill and keen high for detail. Able to work in a team and a proactive self-starter. I am seeking a challenging and rewarding position as a Junior Software Developer with an ambitious Company.

Skills Summary

- Experience using Various testing tools such as JIRA, Trello, Replit.
- Very Good knowledge of SDLC and STLC.
- Good Knowledge of HTML&CSS, JavaScript & Python.

Professional Experience

Gabby Autos (December 2018 – December 2022)

Responsibilities

- Ordering and managing office supplies and executed other duties as assigned by the office manager.
- Reviewing and maintaining confidential documents and files.
- I assist in the payroll management for employees.
- Cultivating strong business relationships with customers to drive business developments.

Adecco (December 2015 – November 2018)

Responsibilities

- Delivered excellent customer services when assisting customers with the selection of the right kitchen products and service for their requirements.
- Providing advice, information and assistance to callers.
- Attempting to resolve all enquires on first contact with the caller.
- Ensuring that all calls are answered promptly and customer complete are resolved quickly.

Quoteline-Direct (January 2011 – OCTOBER 2015)

Responsibilities

- Worked within a busy call centre environment as part of the sales team. Comprising of 15members to upsell and promote cheap car insurance services to customers, reporting to the Team Leader.
- Provided technical support to colleagues requiring the application of strong problem solving and troubleshooting capabilities.
- Checking the company's call logging software to accurately record details of calls and issues.

Education and Certifications

- Holborn College Foundation.
- B.Sc. (Hon's), Accounting - Manchester Metropolitan University.
- Certificate in IT User Skills Level 2 from Code-Nation.
- Certificate in cyber-Security and Digital Forensics from Code-Nation.

REFERENCES

- Available on request