

TESLEEM AMUDA

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CAREER SUMMARY

A dedicated, result oriented and passionate manager of situation with excellent skills in providing effective resolution to queries & experience in administration and management services. Keen to work in a professional & challenging environment where I can contribute strong background in administrative implementation and management services, along with unique drive for excellence & success to your organization in a career capacity.

PERSONAL DATA

Gender: Male

Marital Status: Single

State of Origin: Ondo

Date of Birth: 11th September 1997

EDUCATIONAL BACKGROUND

University of Ilorin, Ilorin, Kwara State

2014 – 2018

B.Sc. Microbiology

Sadiyyah Model College, Alagbole, Ogun State

2009 – 2012

Senior Secondary Certificate Examinations

WORK EXPERIENCE

Quattro Associates Limited, Ikeja, Lagos State

Sales Officer

September 2020 – Till Date

- Answering customers' questions and escalating complex issues to the relevant departments as needed and developing in-depth knowledge of company products.
- Calling potential customers to explain company products & encourage purchases.
- Collaborate with marketing department to ensure we reach target audience.
- Developing and sustaining long-lasting relationships with customers.
- Maintaining an accurate record of all sales, scheduled customer appointments, and customer complaints as well as Screening, recruiting & training sales employees.

Winnas Royal Academy, Ifo, Ogun State

Subject Teacher (Mathematics & Basic Science) September 2012 – September 2020

- Developed, administered and graded tests and quizzes in a timely manner
- Entered data into the online student information system
- Established clear objectives for all lessons, units and projects
- Identified and documented learning achievements by reporting outcomes, performances information & program adjustments used to boost comprehension
- Observed & assessed student performance keeping through records of progress

National Youth Service Corps, Taraba State
Emmanuel Anglican School, Bali

Subject Teacher (Basic Science)

September 2018 – September 2019

- Managed the activities of the students via proper register and attendance
- Observed students' performance and ensured students documents are well kept
- Prepared lesson notes outline and plans in assigned subject area
- Prepared the students for both internal and external examination
- Taught students successfully & developed their love for Basic Science

Tomade Medical Centre, Ojodu, Ogun State

Laboratory Assistant

July 2017 – October 2017

- Performed daily quality control checks & adhered to correct procedures & policies.
- Performed laboratory tests and documented all activities.
- Prepared reports with reliable data and prepared samples/specimens.
- Used latest methodologies & best practices & interpreted results based on findings.

ACHIEVEMENTS; CERTIFICATIONS AND TRAININGS

"Introduction to Good Manufacturing Practice; BioPharma Institute

"Do Food Safely" from a food safety course; State Government Victoria

Let's Break the Chain of Covid-19 Infection; UAE AID/Mohammed Bin Rashid University

The Fundamental of Digital Marketing; Google Digital Skill for Africa.

President; Environmental CDS Group in Bali Local Government Area of Taraba State.

Desktop Publishing & Computer Engineering; Honorable Adijat Motunrayo ICT Centre

PERSONAL SKILLS AND COMPETENCES

Adroit in providing effective resolution to customer queries related to product and improving relationships with the customer by anticipating customer future requirements

Excellent customer service skills as well as ability to manage multiple tasks assignments and identify key opportunities and efficiencies for greater profitability

Excellent analytical, negotiating, influencing, interpersonal and communication skills (written & verbally) as well as work effectively under pressure and to meet deadlines

In depth knowledge of administrative skills and takes a professional approach as well as ability to work well with a range of people both within and outside of the organization

Good command in computer skills such as: Internet, Microsoft Office Suite (Word, Excel) with ability to become familiar with firm-specific programs and software

REFEREES

Available upon Request