

# ADEOYE RIDWANULLAHI OLAITAN

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📍 Lagos State, Nigeria

## PROFESSIONAL SUMMARY

A dedicated and proactive professional with a Bachelor's degree in History and International Studies, experienced in administration, customer service, and team support. Recognized for strong organizational skills, effective communication, and a commitment to continuous learning. Focused on contributing to organizational success by enhancing customer experiences, supporting team initiatives, and ensuring efficient operations.

## EDUCATION

### Bachelor of Arts in History and International Studies

2024

Kogi State University, Anyigba

### Secondary School Certificate

2018

Muhyideen College of Arabic and Islamic Studies

## WORK EXPERIENCE

### Teacher

2022 – Present

Modrasat Darul Salam Wasa'adah Arabic and Islamic Institute, Mushin, Lagos State

- Developed and implemented lesson plans for Arabic and Islamic studies, tailored to students' learning needs.
- Conducted assessments to monitor student progress and adjust teaching methods accordingly.
- Created a supportive and engaging classroom environment to promote student participation and discipline.

### Sales Manager & Supervisor

2020 – 2022

Isolab Multilink Ventures

- Supervised a team of sales associates, providing training and feedback to enhance performance.
- Managed inventory levels and conducted stock audits to prevent shortages and maintain supply chain efficiency.
- Addressed customer inquiries and complaints, ensuring high levels of satisfaction and prompt resolution of issues.

### Sales Representative & Delivery Agent

2018 – 2020

Hatman Ventures

- Coordinated product deliveries, ensuring timely and accurate order fulfillment for customers.
- Built and maintained customer relationships, providing product information and support for repeat business.
- Assisted in achieving sales targets by promoting products and handling in-store transactions.

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## SKILLS

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### TECHNICAL SKILLS

- Proficient in Microsoft Office Suite
- Knowledgeable in tools and techniques for effective customer relationship management.
- Familiar with design principles and able to create basic graphics and layouts for presentations and reports.

### SOFT SKILLS

- Skilled in understanding and meeting customer needs, fostering positive relationships, and ensuring customer satisfaction.
- Strong communicator with the ability to convey information clearly and professionally to diverse audiences.
- Highly organized, with strong time management skills to handle multiple tasks and deadlines efficiently.
- Quick to adjust to new environments and able to manage multiple tasks effectively with minimal supervision.

### REFERENCES

*Available on request.*