

ADERUNGBOYE

ADEWUNMI WILLIAMS

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 22, Olowu Street, Bariga, Lagos.

EDUCATION

(2015)

FEDERAL POLYTECHNIC OFFA
ND (Business Administration)

(2006)

SAMWAGBA COMPREHENSIVE COLLEGE
(WAEC)

PERSONAL SKILLS

- ✓ People management skill
- ✓ Inter-personal skill
- ✓ Ability to work effectively in a team.
- ✓ Fast learner in practical and technical matters.
- ✓ Creativity, Innovative and Result Oriented
- ✓ Ability to work under minimal supervision
- ✓ Computer literate and proficient in the use of Microsoft Office tools such as MS Word, Excel and Power point.

CAREER OBJECTIVE

To work in a highly reputable, result oriented and goal driven firm contributing a strong desire for excellence in the development and achievement of my employer's cooperation, growth of an organization goals and visions for the future purpose.

EXPERIENCE

2022 – Till date

GB FOODS

Production Executive

Responsibilities

- Oversaw and supported tomato production and processed the tomato paste
- Oversee the stock taking of all goods produced by the department
- Travel to other locations for stock taking of the company's good and service
- oversee the departmental weekly schedule of the team
- Oversaw operation of production equipment throughout manufacturing process to back-fill.

2018 – 2021

PEP STORES

Retail Sales Supervisor

Responsibilities

- Worked with senior managers to forecast demand, using data to optimize staff coverage and inventory levels.
- Led retail department to follow best practices in merchandising, customer service and reporting.
- Established and enforced clear operating procedures.
- Led staff meetings to communicate company values and goals to employees.
- Used retail operations knowledge to help store manager generate sales and maximize customer service.

2016 – 2018

PEP STORE

Sales Representative

Responsibilities

- Helped customers with refunds and product returns.
- Greeted customers warmly and offered assistance in finding needed merchandise.
- Helped customers find desired items and sizes by closely supporting each person throughout the buying process.
- Managed cash and credit card transactions.
- Notified customers of new products, prices and special offers.
- Arranged items on promotional displays and shelves.

INTEREST

- ✓ Meeting People
- ✓ Reading
- ✓ Travelling

REFERENCE

References available upon request