

**AYANWALE FUNMILOLA JANET**  
1, OLUMIDE OGUNSANYA, IPAJA Lagos State, Nigeria.  
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### **CAREER OBJECTIVE**

With deep analytical and hands-on problem solving skills, I'm seeking a position where I can apply my skills and knowledge to design and implement innovative and efficient technical business solutions.

### **PERSONAL DATA**

Gender: Female.  
Marital Status: Married  
Place of Birth: Lagos.  
Nationality: Nigerian.  
Languages Spoken: English, French & Yoruba.

### **PROFESSIONAL SKILLS**

- Teamwork, flexible, detail oriented, self motivated and result oriented
- Excellent computer and technique user
- Excellent leadership skills
- Strong problem-solving ability
- Exceptional ability to carry out assigned duties with little or no supervision
- Fluency in English and French Language
- Excellent oral and written communication skills

### **EDUCATION AND QUALIFICATION**

|                                                                                 |                                       |
|---------------------------------------------------------------------------------|---------------------------------------|
| <b>Bachelor of Science (B.Sc) in Political Science 2017 - 2021</b><br>(N.O.U.N) | National Open University of Nigeria   |
| <b>Senior School Certificate Examination (S.S.C.E), 2006-2010</b><br>Nigeria.   | Meiran Community Senior High,         |
| <b>First School Leaving Certificate 2004</b><br>Ile-Iwe                         | African Church Primary School, Meiran |

### **WORK EXPERIENCE**

**Keystone Bank Plc 2025-2026**

**Post Held:**

Retail Sales Intern

**Responsibilities:**

- Market and ensure the sale of bank products.
- Provide necessary information and educate clients on bank offerings.
- Carry out marketing outreach regarding the peculiarities of the bank and its services.
- Provide 24/7 customer service and serve as account/relationship officer for all customers.
- Build and maintain sustainable relationships with clients to foster a continuous partnership with the bank.

## **234 LOFTS RESORT 1**

**Lekki Elegushi Lagos 2023-2023**

**Post Held:**

Receptionist

**Responsibilities:**

- Served as the first point of contact, providing a professional welcome and managing visitor check-in/security protocols.
- Streamlined office flow by directing multi-line phone inquiries and managing all incoming/outgoing correspondence.
- Executed core clerical tasks, including appointment scheduling, digital filing, and maintaining a high-standard lobby environment.
- Monitored and replenished office inventory and supplies to ensure uninterrupted daily business functions.
- Maintained facility safety by monitoring building access and managing visitor identification logs.
- Supported basic bookkeeping duties, including petty cash management and initial invoice processing.

## **PHC**

**Sds lounge 2021-2023 Murtala Muhammed Airport, Lagos State.**

**Post Held:**

Customer Service Agent

**Job Responsibilities:**

- Resolve passengers' concerns and answer customers' questions to your best ability.
- Maintain a positive attitude and calmly respond to passengers' complaints.
- Attract passengers by promoting the product and company positively, answering questions and addressing concerns as they arise.

**Jumia Store, Lagos Nigeria 2021**

**38 Shobowale Street, Ogba, Lagos State.**

**Post Held:**

Picker/Packer

**Job Responsibilities:**

- Monitoring of products and services ordered by the customer
- Attending a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues.
- Performing administrative roles.
- Monitoring goods and product requests.

**Fintech, 2020--2021**

**Post Held:**

Telemarketer

**Job Responsibilities:**

- Contact potential clients telephonically.
- Read the prepared script when pitching the company's products and services.
- Provide any information that the client requests.
- Redirect calls to the relevant department if necessary.

**Fumdot Store, 2018-2020**

**Post Held:**

Sales Representative

**Job Responsibilities:**

- Establish, develop and maintain positive business and customer relationships
- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Expedite the resolution of customer problems and complaints to maximize satisfaction

**Africa Independent Television (A.I.T) 2015-2016****Post Held:**

Ray power Radio.

**Job Responsibilities:**

- Office Assistant
- Gathering news
- Writing news

**Institute of certified communicator 2014-2014****Post Held:**

Office Assistant.

**Job Responsibilities:**

- Distribution of proposals to schools
- Keeping record and sorting checks
- Filling and taking inventory

**Iwe Iroyin, Abeokuta, Ogun State 2014****Post Held:**

Office Assistant.

**PROFESSIONAL TRAINING AND CERTIFICATION****Able God Computer Institute 2014**

Certificate in Desktop Publishing

**INTEREST AND ACTIVITIES**

Reading, making research, meeting people, singing, acting, and travelling.

**REFERENCES**

QS OLUMIDE OMIDELE

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