

CURRICULUM VITAE

AYEDUN DEBORAH DOLAPO

Address: No. 7, Oremeji Street, Itele, Ado-Odo/Ota, Ogun State

Date of Birth: 18th July 2005

Sex: Female

State of Origin: Ekiti State

Local Government Area: Ado Ekiti

PROFESSIONAL SUMMARY

A hardworking, responsible, and customer-focused individual with experience in sales, customer service, and front-desk operations. Possesses good communication and interpersonal skills, with the ability to work effectively with customers and colleagues. Eager to contribute positively to an organization while developing professionally and gaining further experience.

EDUCATIONAL QUALIFICATIONS

Federal University of Education, Ijebu Ode, Ogun State

University Education — 2025

Toklak Secondary School

Senior Secondary School Certificate Examination (SSCE) — 2021

WORK EXPERIENCE

Triple A Hotel

Receptionist | 2025 – 2026

- Welcomed and attended to guests politely and professionally.
- Handled customer enquiries and provided relevant information.
- Assisted with guest check-in and check-out procedures.
- Managed front-desk activities and maintained a welcoming environment.
- Communicated effectively with guests and other members of staff.
- Assisted in resolving customer concerns and complaints.

Tireniolwa Super Store

Sales Assistant | 2024

- Assisted customers in selecting and purchasing products.
- Attended customer enquiries and provided helpful information.
- Arranged and displayed products appropriately.
- Assisted with sales activities and maintained good customer relationships.
- Supported the smooth running of daily store operations.

2Tos Kitchen

Sales Representative | 2022

- Attended to customers and handled sales enquiries.
- Promoted products and assisted customers with their purchases.
- Maintained good relationships with customers.
- Supported daily sales activities and general business operations.
- Ensured customers received courteous and satisfactory service.

KEY SKILLS

- Customer Service
- Communication Skills
- Sales and Marketing
- Front Desk Management
- Good Interpersonal Skills
- Teamwork
- Problem Solving
- Time Management
- Ability to Work Under Pressure
- Attention to Detail
- Computer Literacy

PERSONAL ATTRIBUTES

- Hardworking and dedicated
- Honest and trustworthy
- Punctual and responsible
- Fast learner
- Friendly and approachable

- Willing to learn and improve
- Able to work independently and as part of a team

REFEREES

Mr Ayedun
09048656346
Mrs Abisola
08143093998