

ADEDAYO OLALEKAN OLUWASEUN

Lagos, Nigeria

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WHOLESALE SALES & OPERATIONS PROFESSIONAL

**Wholesale Operations | Sales Coordination | Customer Relationship Management |
Inventory Coordination | Business Operations**

PROFESSIONAL SUMMARY

Results-driven Sales and Operations Professional with extensive experience supporting sales activities, customer relationships, transaction processing, inventory coordination, and day-to-day business operations. Skilled in coordinating customer enquiries and product requests, monitoring product availability, maintaining sales records, and supporting efficient operational processes.

Experienced in building productive customer relationships, supporting sales growth, and ensuring smooth coordination of sales and operational activities. Possesses strong communication, organizational, problem-solving, and administrative skills with the ability to work effectively in fast-paced business environments.

CORE COMPETENCIES

- Wholesale Sales Operations
- Sales Coordination
- Customer Relationship Management
- Customer Account Support
- Order Processing and Coordination
- Inventory and Stock Coordination
- Sales Transactions and Payment Processing
- Customer Retention
- Business Operations Support
- Sales Documentation and Record Keeping
- Administrative Coordination
- Communication and Interpersonal Skills
- Problem Solving
- Team Collaboration

- Microsoft Office Suite

PROFESSIONAL EXPERIENCE

SALES ASSOCIATE

R.T. Enterprises | Lagos, Nigeria

August 2016 – Present

- Supported daily sales and wholesale business operations by coordinating customer enquiries, product requests, and purchase transactions.
- Built and maintained positive customer relationships through responsive communication and effective service delivery.
- Assisted customers with product information and purchasing decisions while supporting consistent sales activities.
- Processed sales transactions and payment activities accurately while maintaining proper transaction records.
- Coordinated product availability and stock requirements to support timely fulfilment of customer requests.
- Supported inventory monitoring and stock coordination to maintain product availability for ongoing sales operations.
- Maintained sales-related documentation and records to support efficient business operations.
- Contributed to customer retention through responsive service and productive business relationships.
- Supported the smooth coordination of daily operational activities in a fast-paced sales environment.
- Worked collaboratively to ensure efficient handling of customer requests, sales activities, and operational requirements.

ADMINISTRATIVE ASSISTANT (NYSC)

Ekiti State House of Assembly | Ekiti State, Nigeria

December 2012 – December 2013

- Provided administrative and operational support for daily office activities and departmental coordination.
- Maintained accurate documentation, filing systems, and official records.
- Assisted in preparing reports, correspondence, and internal communication materials.
- Supported communication and information flow between departments.
- Assisted with task coordination and contributed to efficient office operations.

- Maintained organized administrative processes and supported effective workflow management.

QUALITY CONTROL INTERN (INDUSTRIAL TRAINING)

Nathan Paints Industries
May 2007 – November 2007

- Assisted the Quality Control team in conducting product testing and monitoring production standards.
- Performed sample analysis and accurately recorded test results for reporting purposes.
- Supported quality monitoring activities within production and laboratory operations.
- Assisted with compliance monitoring and quality assurance processes.
- Maintained organized laboratory documentation and process records.

EDUCATION

Bachelor of Technology (B.Tech) – Industrial Chemistry

Federal University of Technology, Akure
2004 – 2010

CERTIFICATIONS

- National Youth Service Corps (NYSC) Certificate
- Community Development Service (CDS) Certificate

ADDITIONAL STRENGTHS

- Strong sales coordination and customer relationship management abilities.
- Good understanding of sales transactions, product availability, and inventory coordination.
- Strong organizational and documentation skills.
- Effective communication and interpersonal skills.
- Ability to work effectively in fast-paced business environments.
- Detail-oriented, adaptable, and capable of managing multiple responsibilities.
- Strong commitment to customer satisfaction and operational efficiency.

TARGET POSITIONS

Wholesale Manager | Wholesale Associate Manager | Wholesale Sales Manager | Wholesale Operations Manager | Sales Manager | Sales Operations Manager | Business Development Manager | Key Account Manager | Sales