

AYOMIDE ANUOLUWAPO BOLANLE

Lagos State, 28 Ilesanmi Adeola Street, Igando

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SUMMARY

Economics graduate who recently completed the NYSC program, with experience in administration, finance, and customer service. Detail-oriented with strong skills in record management, data accuracy, and customer engagement. Quick learner and target-driven, seeking an entry-level role to contribute to organizational goals.

EXPERIENCE

❖ Sales Representative, Golden Ogwas Services Mar 2023 — Apr 2024
Ondo State

❖ Customer Representative, Joyland Hotel and Suites Aug 2022 — Mar 2023
Ondo State

Engaged potential customers through calls, WhatsApp, and in-person visits to explain products/services and convert leads Maintained accurate customer records and follow-up schedule to ensure timely service delivery Met and exceeded monthly sales targets through consistent prospecting and relationship building Resolved customer complaints and inquiries professionally, improving customer retention and satisfaction Conducted customer engagement and sales presentations to achieve monthly revenue targets Managed sales documentation, order processing, and payment records with high attention to detail Built and maintained customer database for effective follow-up and repeat business Collaborated with team to streamline service delivery and improve customer experience

EDUCATION

❖ Adekunle Ajaisin University Jan 2018 — Nov 2025
B.Sc, Economics Akungba-Akoko, Ondo State

❖ Emmagrace College Sep 2012 — Jun 2018
West African Examination Council (WAEC) Igando, Lagos State

❖ Lead's Legacy Private School Sep 2007 — Jul 2012
First School Leaving Certificate (FSLC) Idimu, Lagos State

SKILLS

Communication and presentation	Time management and organization
Good interpersonal relationship	Ability to perform highly sensitive duties and handle confidential information
Good at paying attention to details	Optimistic, motivated, resilient, and passionate about achieving set goals
Desire to learn new things while improving myself	Proficient in the use of Microsoft office packages (MS Word, Excel, PowerPoint)
Quick ability to adapt and use technological equipment	Conflict Management
Adaptability & Flexibility	Decision-Making

HOBBIES AND INTERESTS

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| ❖ Reading for self-improvement | ❖ Meeting people and building relationships |
| ❖ Travelling | ❖ Debating and public speaking |

REFERENCES