

BABATUNDE SEKINAT OPEYEMI

Akobo, Ibadan, Oyo State, Nigeria | Opeyemianike745@gmail.com

PROFESSIONAL SUMMARY

Business Administration graduate with hands-on experience managing a small retail business spanning fashion, cosmetics, household goods, and beauty services. Skilled in customer service, sales, inventory management, order processing, and day-to-day business operations. Proficient in Microsoft Word, Excel, PowerPoint, and Power BI. Strong communicator with solid organizational and problem-solving skills. Adaptable and hardworking, with a track record of quick learning and effective contribution in a business environment.

EDUCATION

Ladoke Akintola University of Technology (LAUTECH), Ogbomoso, Oyo State

Bachelor of Science (B.Sc.) in Business Administration | 2026

WORK EXPERIENCE

Founder / Business Owner

Everything By Yemi, Ibadan, Oyo State | 2023–Present

- Manage daily business operations, including sales, customer service, inventory, and order processing.
- Handle customer inquiries, orders, payments, and after-sales communication professionally.
- Maintain basic records of sales, expenses, inventory, and business transactions.
- Promote products and services through direct customer engagement and online communication.
- Build and maintain positive customer relationships to encourage repeat business and customer loyalty.
- Manage cash and business transactions responsibly while monitoring daily revenue and expenses.
- Demonstrate initiative, independence, problem-solving, decision-making, and time-management skills in running the business.

CERTIFICATIONS

Google Project Management Certificate — Coursera | In Progress

TECHNICAL SKILLS

Microsoft Office Suite | Power BI | Data Entry | Basic Data Analysis

KEY SKILLS

Business Operations | Customer Service | Sales and Marketing | Customer Relationship Management | Communication | Problem-Solving | Time Management | Teamwork and Collaboration | Attention to Detail | Adaptability | Quick Learning