

ADEDEJI BASIT

Cashier | Storekeeper | Customer Service

Address: 15A, Ifelodun, Isele Onigbin, Obasanjo, Otta, Ogun State

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PROFESSIONAL SUMMARY

Hardworking and responsible professional with experience in **cash handling, record keeping, storekeeping, stock management, and daily business operations**. Able to maintain accurate records, handle transactions responsibly, monitor inventory, and work effectively with customers and colleagues. Detail-oriented, trustworthy, organized, and willing to learn new systems and procedures.

KEY SKILLS

- Cash Handling & Payment Processing
- Customer Service
- Sales & Transaction Recording
- Stock Management
- Inventory Record Keeping
- Data Entry
- Basic Computer Skills
- Preparing Daily Records
- Accuracy & Attention to Detail
- Time Management
- Teamwork & Communication
- Handling Business Materials Responsibly

WORK EXPERIENCE

CASHIER

Optimum IMG. — 2022–2024

- Managed daily cash and business transactions responsibly.
- Recorded and maintained accurate records of materials and transactions.
- Assisted with the day-to-day operations of the organization.
- Maintained organized records for easy tracking and reference.

- Worked responsibly with company resources and materials.
- Communicated effectively with colleagues and customers when required.

STOREKEEPER

Lagasef Bakery — 2024–2026

- Maintained accurate records of items received and issued.
- Measured and recorded food items accurately.
- Entered daily information into the company's system.
- Monitored stock and ensured records were properly updated.
- Assisted with the organization and control of store items.
- Ensured materials were properly accounted for and recorded.

MACHINE OPERATOR

Shomolu — 2014–2022

- Operated and monitored machines according to workplace procedures.
- Maintained attention to detail while carrying out daily responsibilities.
- Worked effectively as part of a team.
- Followed instructions and workplace safety procedures.
- Demonstrated reliability and consistency in completing assigned duties.

EDUCATION

Intellect Companion Classic College

2006–2008

Ajibay Academy

2009–2012

Computer Study

2012–2014

REFERENCES

Adedeji Adetona

Engineer

Phone: 08033880250

Fatai Mariam

Trader

Phone: 09057156659