

OWOLABI BUKOLA

Location: Lagos, Nigeria

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PROFESSIONAL SUMMARY

Hardworking and reliable professional with experience in storekeeping, supervision, and customer service.

Organized, responsible, and open to training.

PERSONAL PROFILES

Date of birth- 23 July 2001 Sex. - female Marital status- single

State of origin- Ekiti state Local Govt. Area- Ikole LGA Religion. - Christian Nationality. - Nigerian

Academic Qualification

Year : 2008 - 2014

Qualification : First school Leaving (FSLC) Institution: Philo Ukachukwu primary school

Year : 2014– 2020

Qualification: Secondary School Certificate Examination (SSCE) Institution: Philo Ukachukwu Memorial College

Year : 2020 - 2022

Qualification : OND in Business Administration Institution : Gateway Polytechnic, Sapaade Ogun State

WORK EXPERIENCE STOREKEEPER

- Received, checked, and arranged goods and materials. • Maintained accurate stock records.
- Monitored stock levels and reported shortages.
- Kept the store clean, organized, and secure.
- Assisted with issuing and receiving items.

SUPERVISOR

- Supervised daily activities and team members.
- Ensured tasks were completed properly and on time. • Monitored staff performance and workplace activities. • Maintained good organization and discipline.
- Reported issues to management when necessary.

CUSTOMER SERVICE

- Attended to customers professionally and courteously. • Responded to customer questions

and concerns.

- Assisted customers with their needs and requests.
- Maintained good communication with customers.
- Helped resolve customer complaints and issues.

CORE SKILLS

Stock & Inventory Management • Team Supervision • Customer Service • Record Keeping • Communication • Organization • Time Management • Attention to Detail • Teamwork • Problem Solving

EDUCATION

WAEC / SSCE

Ordinary National Diploma (OND) (Credentials pending collection) ADDITIONAL

INFORMATION

Open to Training

Willing to work flexible hours

Available to resume immediately

- Availability: Open to immediate employment
- Training: Open to training and professional development

REFERENCES

Available upon request.