

CONTACT

Faniran Fisayo Oyindamola

📍 5, Ancles Ijuishaga Agege lagos
☎ 08161786386
@ adetolafisayo4@gmail.com

OBJECTIVE

A results-driven professional with knowledge of Information Technology and experience across various fields . Proven ability to combine technical expertise with sales acumen to deliver customer solutions, drive revenue, and enhance operational efficiency. Skilled in system management, client relations, and identifying new business opportunities. Adept at translating complex technical concepts into clear solutions for clients and ensuring smooth system operations.

EXPERIENCE

August 2025 - Till
date

- **Admin Support Office/ Key Accounts Manager**
Omnibiz Limited Technology
 - * Develop and maintain strong, trusting relationships with key clients.
 - * Thoroughly understand client needs, objectives, and challenges to suggest tailored solutions.
 - * Supervise administrative staff (receptionists, office assistants, clerks).
 - * Manage office operations — schedules, office supplies, maintenance, and workflow.
 - *Handle communication — emails, reports, internal updates.

February 2024 -
August 2025

- **Customer Support/Inside Sales Support**
Nigeria Brewery Plc
 - *Assess marketing potential of new and existing store locations, considering statistics and expenditures.
 - * Assist customers by providing information and resolving their complaints.
 - * Answer customers' questions, and provide information on procedures or policies.
 - * Record names, addresses, purchases, and reactions of prospects contacted.
 - * Represent company at trade association meetings to promote products.
 - *Monitor customer preferences to determine focus of sales effort

July 2021 -
December 2023

- **Procurement Assistance**
Teekonect Enterprise
 - * Sourcing and purchasing goods and services.
 - * Conducting market research and analyzing suppliers.
 - * Negotiating contracts and prices.
 - * Ensuring compliance with regulations and policies.
 - * Managing supplier relationships.
 - * Maintaining accurate records and documentation.
 - * Analyzing procurement data to optimize costs and efficiency

November 2019 -
April 2020

- **Customer Support**
Paycom Company

- * Resolve customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, or adjusting bills.
- * Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- *Check to ensure that appropriate changes were made to resolve customers problems.

EDUCATION

- | | |
|------|---|
| 2025 | <ul style="list-style-type: none">• Ajayi Crowther University
MBA in Purchasing and Supply Chain Management
Inview |
| 2016 | <ul style="list-style-type: none">• Wesley University
B.sc Microbiology
2:2 |
| 2012 | <ul style="list-style-type: none">• Model Secondary School Ilorin
WAEC
Credit |

SKILLS

- Time Management
- Customer Support
- Data Management
- Social Media Management
- Systems Administration
- Client Relationship Management
- Problem-Solving
- Product Knowledge
- CRM Tools

LANGUAGES

- Working Knowledge of English
- Fluent in English and Yoruba used during communication

CERTIFICATION

- ALX Africa
Virtual Assistant
- Digital Marketing Institute
Social Media Management
- SRS Academy/ProDX
Understand The Fundamentals of Service
- SRS Academy/ ProDX
Understand Customer Service
- Human Resources Management

IT SKILLS

- Highly Competent User of data analytical and reporting tools , CRM tools, Hubspot, Apollo, Bitrix24, prospeo.io, Data enrichment and

validating tools, SEO, Email marketing and all social media platforms