FATIA OLADIPUPO

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PROFESSIONAL SUMMARY

Motivated and customer-focused professional with experience in telesales, customer service, sales, and computer operations. Skilled in customer communication, lead generation, follow-up, CRM management, and achieving sales targets. A fast learner with strong communication and interpersonal skills, seeking an opportunity to contribute positively to an organization while developing professionally.

CORE SKILLS

Telesales & Telemarketing • Customer Service • Sales & Lead Conversion • Customer Follow-up • CRM & Customer Database Management • Microsoft Word, Excel & PowerPoint • Data Entry • Email Communication • Internet Research

WORK EXPERIENCE

Telesales Officer

Maywood Lending Limited | Ikeja, Lagos | 2026

- Made 150+ outbound calls daily to promote loan products and financial services.
- Converted leads into customers and consistently worked toward monthly sales targets.
- Followed up with leads through phone calls, WhatsApp and email.
- Maintained customer databases and updated CRM records accurately.

Sales Support – Family Business

Lagos | Additional Sales Experience

- Assisted with selling products, attending to customers and supporting day-to-day sales activities.

EDUCATION & QUALIFICATIONS

ND in Business Administration — The Gateway Polytechnic, Saapade | 2026

West African Senior School Certificate (WAEC) — Abibat Mogaji Millennium Senior Secondary School | 2024

Highest Education Level: OND / National Diploma

COMPUTER TRAINING

Surprise Media Concepts, Oyewole Road, Iyana Ipaja, Lagos | 2024

Training in Microsoft Word, Excel, PowerPoint, internet research, data entry, typing, document preparation, email communication and basic computer troubleshooting.

ADDITIONAL INFORMATION

Available for full-time opportunities in Lagos.