

IBRAHIM ABIOLA

Manager

+2348067239711/+2348143481105 @ abiolai060@gmail.com LinkedIn/Portfolio
No 9, Alekuwodo, Osogbo, Osun State



SUMMARY

Versatile and results-driven professional with diverse work experience across administration, management, education, technical support, sales, and construction supervision. Proven ability to manage operations efficiently, lead teams, and deliver excellent customer service in fast-paced environments. Experienced in administrative coordination, food delivery operations management, data entry and online systems, technical laptop repairs, and classroom instruction. Adept at problem-solving, multitasking, and adapting quickly to new roles while maintaining high standards of productivity and professionalism. Seeking an opportunity to leverage broad skills and practical experience to contribute effectively to organizational growth and success.

EXPERIENCE

Administrative Assistant - Data Entry

Tc Plet Microfinance Bank

08/2018 - 01/2019 Monatan, Ibadan

Microfinance institution specializing in small loans and financial inclusion.

- Ensured a 98 percent accuracy in data entry, which reduced errors in customer records and loan applications.
- Processed over fifty client loan applications every week, ensuring timely approvals, which improved customer satisfaction.
- Digitized and organized over 800 customer files, which improved retrieval time by 40 percent while gaining efficiency.
- Achieved 100 percent compliance with regulatory and audit requirements, including maintenance of all financial records.
- Increased overall productivity by 30 percent by implementing process changes that improved data entry speed.

Teacher

Rockedge Nursery and Primary School

03/2019 - 04/2019 Elewuro, Ibadan

Nursery and Primary School

- Planned and delivered engaging, age-appropriate lessons that improved student understanding and academic performance.
- Created a positive and inclusive classroom environment that supported student growth and development.
- Assessed student progress regularly and provided constructive feedback to enhance learning outcomes.

EDUCATION

B.A. Linguistics

University of Ibadan

10/2020 - 02/2025

SKILLS

Communication

Teamwork and Collaboration

Problem-Solving Adaptability

Leadership Critical Thinking

Time Management

Interpersonal Skills Creativity

Technical Proficiency

Technologically adept

LANGUAGES

English

Proficient



EXPERIENCE

Manager

Hasbunallah POS and Gas Store

📅 06/2019 - 04/2020 📍 Isokan, Akobo, Ibadan

provides basic financial services to the public using a POS machine, provision of gas cylinder refilling services and sale of gas cylinders and related accessories (regulators, hoses)

- Improved sales and customer retention by providing dependable POS services and quick gas refilling operations.
 - Handled cash and managed inventory accurately, minimizing loss and avoiding stockouts.
 - Oversaw day-to-day store operations, providing great customer service and meeting safety requirements.
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Sales Manager

Heyfood

📅 03/2021 - 02/2022 📍 Mokola

A food ordering and delivery platform connecting customers with restaurants.

- Managed and processed daily Heyfood orders across three outlets namely Chicken Republic, Bitemore and Chicken and Co, ensuring timely preparation and dispatch.
 - Coordinated with kitchen and delivery teams at all three restaurants to maintain fast service and accurate orders.
 - Monitored incoming orders via Heyfood's provided mobile platform, reducing delays and minimizing customer complaints.
 - Maintained high customer satisfaction by resolving order issues promptly and ensuring smooth communication between stores and riders.
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Construction Supervisor

Masform Ventures

📅 06/2023 - 09/2023 📍 Bodija, Ibadan

A Construction company that delivers quality building and project management services.

- Supervised daily construction activities, ensuring all work adhered to project plans and quality standards.
 - Monitored and verified the accuracy and quality of materials delivered to the site.
 - Oversaw the performance of artisans and subcontractors, ensuring tasks were completed efficiently.
 - Worked closely with and liaised with the site engineer to coordinate project progress and resolve issues.
 - Ensured timely completion of all construction phases while maintaining a safe and organized work environment.
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Sales Rep

Pete's Bar

📅 11/2023 - 12/2023 📍 Trans Amusement Park, Ibadan

A large bar offering a wide selection of drinks

- Promoted and sold beverages and specials, boosting daily sales and revenue.
- Built and maintained positive customer relationships, enhancing repeat business.
- Collaborated with team members to ensure smooth service and a great customer experience.

EXPERIENCE

Data Entry Specialist

Naija Exams

📅 02/2024 - 02/2025 📍 Online

A company that collects, manages, and uploads Nigerian Standardized and professional examinations, Academic and competitive exams, Certification and entrance assessments, Exams and recruitment assessments for education, training, academic or market research purposes.

- Accurately entered and managed exam questions and data on the Company's platform.
- Ensured timely uploading of exam content, maintaining consistency and compliance with standards.
- Verified and corrected data to minimize errors and ensure smooth examination processes.

Computer Salesperson and Repair Engineer

Stable Computers

📅 06/2025 - 10/2025 📍 Preboye, Ibadan

A company that sells, services, and repairs computers and related hardware for individuals and businesses.

- Provided technical support and repaired computers, ensuring optimal performance for clients.
- Assessed customer needs and recommended suitable hardware and software solutions.
- Managed sales of computers and accessories, achieving customer satisfaction.
- Installed, configured, and maintained systems while training clients on proper usage.