

**ISHOLA OLAITAN ZARAH**

Sales Executive

Lagos State, Nigeria

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**PROFESSIONAL SUMMARY**

Motivated Sales Executive with strong communication, customer service, and administrative experience. Holds a B.Sc. in Sociology with practical experience in customer engagement, client support, and record management. Adept at building relationships, identifying customer needs, meeting sales targets, and supporting business growth. Seeking to contribute to Enterprise Life through effective sales and client relationship management.

**CORE SKILLS**

Sales and Client Acquisition  
Customer Relationship Management  
Communication and Negotiation  
Lead Generation and Follow-Up  
Product Promotion and Presentation  
Customer Service Excellence  
Administrative Support  
Record Keeping and Documentation  
Time Management  
Team Collaboration

**WORK EXPERIENCE****Secretary / Sales Support Assistant**

Awapride Fashion House – Ibadan, Oyo State

2022 – 2023

- Engaged customers to understand needs and recommend suitable products
- Supported sales activities through customer follow-ups and inquiries handling
- Maintained accurate customer records and sales documentation
- Assisted with daily administrative operations and scheduling
- Helped improve customer satisfaction through professional service delivery

**EDUCATION**

Bachelor of Science (B.Sc.) in Sociology

Ekiti State University, Ekiti State

2021 – 2025

Senior Secondary School Certificate (SSCE)

Starlight College

2015 – 2020

First School Leaving Certificate (FSLC)

Endurance Nursery and Primary School

2011 – 2015

**LANGUAGES**

English

Yoruba

#### **PERSONAL INFORMATION**

Gender: Female

Date of Birth: 30 April 2003

Nationality: Nigerian

State of Origin: Oyo State

Local Government Area: Ibadan North East

#### **REFERENCES**

Available upon request.