

KAFAYAT BABATUNDE

Ibadan, Nigeria

☎ 08029031381

✉ kafayatbabatunde587@gmail.com

🌐 LinkedIn kafayat babatunde

Professional Summary

Customer-focused and detail-oriented professional with experience in customer service, sales, reception, inventory management, and administrative support. Skilled in handling customer inquiries, resolving complaints, maintaining accurate records, and building positive customer relationships. Strong communication, problem-solving, and organizational skills with a commitment to delivering excellent customer experiences.

Key Skills

- Customer Service
- Customer Relationship Management
- Complaint Resolution
- Verbal and Written Communication
- Data Entry
- Microsoft Word
- Microsoft Excel
- Record Keeping
- Time Management
- Teamwork
- Problem Solving
- Social Media Communication
- Inventory Management
- Sales Support

Experience

Receptionist | Denver luxury suites

- Welcomed and assisted guests professionally.
- Answered phone calls and handled customer inquiries.
- Managed bookings and maintained records.
- Resolved customer concerns promptly.

Storekeeper | Denver luxury suites

- Managed inventory and stock records.
- Monitored stock levels and prepared reports.
- Organized storage areas and tracked supplies.

Bartender | Denver luxury suite

- Provided excellent customer service to guests.
- Processed orders accurately and efficiently.
- Maintained cleanliness and service standards.

Foodstuff Sales Assistant | Toluwani frozen foods and more

- Assisted customers with purchases and inquiries.
- Processed sales transactions.
- Maintained customer relationships and managed stock.

Education**Federal University of Agriculture, Abeokuta (FUNAAB)**

Bachelor of Science (B.Sc.) in Nutrition and Dietetics

Additional Information

- Strong interpersonal skills
- Ability to work independently and in teams
- Fast learner and adaptable
- Available for remote and hybrid customer service roles