

LAWAL ORIIRENITEMI

ADDRESS: Bashorun Ibadan, Oyo state Nigeria.

TELEPHONE: +2347048405845

EMAIL ADDRESS: oriirenitemigloria@gmail.com

Brief Summary

Lawal Oriirenitemi is a graduate of Business Administration. She is a result oriented, problem solver and smart individual, currently seeking a challenging position that enables continuous value creation for the employer, leading to the delivery of quality service to the clientele and therefore the achievement of organizational objectives.

Personality Traits

- Eloquent, enthusiastic and highly driven.
- Hard working and proactive.
- Good team-player.
- Highly motivated and eager to learn new things.
- Ability to accomplish tasks.
- Ability to multi-task.

Core Competencies and Skills

- Analytical skills
- Communication skills (oral and written)
- Excellent Interpersonal skills
- Problem solving skills
- Team working skills
- Good computer skills
- Critical thinking and problem solving
- Computer skills (MS-word, MS-Excel, Power Point etc.)

Education

B.Sc. Business Administration 2023

Second Class Honours (Upper Division)

Kogi State University, Ayingba

Senior Secondary Certificate Examination 2018

Saint. Louis Girls Grammar School, Akure, Ondo

Work Experiences

FARAMOVE TECHNOLOGY LIMITED, IBADAN, OYO STATE.

Nov 2024 – Jan 2026

Role: Customer Service Representative

Responsibilities:

- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Resolve customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, or adjusting bills.
- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Check to ensure that appropriate changes were made to resolve customers' problems.

PERFECT WISDOM FOR BETTER LTD., IBADAN, OYO STATE, NIGERIA.

May 2024 – Oct 2024

Role: Credit Officer

Responsibilities:

- Assisted clients in understanding credit terms and repayment options.
- Made sure all loan processes followed the banks' rule and policies
- Reviewed credit applications to assess financial risk and creditworthiness.
- Collaborated with team members to gather necessary documentation for approvals

**BOARD OF TECHNICAL AND VOCATIONAL EDUCATION (BOTAVED),
(NYSC) Ibadan, Oyo State, Nigeria.**

July 2023 – July 2024

Role: Administrator

Responsibilities:

- Managed communication channels, such as phone calls and emails.
- Maintained filing systems and ensure the proper protection, and disposal of records.
- Supervise office staff, including clerical and administrative personnel.
- Managed data entry

VICTORS AUTHENTIC VENTURE, Akure, Ondo State, Nigeria.

Dec 2022 – July 2023

Role: Secretary and Supervisor

Responsibilities:

- Drafted correspondences, scheduling appointments, organizing files and providing information to callers.
- Accomplished staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job results

CERTIFICATIONS

CERTIFICATE OF MEMBERSHIP, INSTITUTE OF CLASSIC ENTREPRENEUR (ICENT), 01/01/22

CERTIFICATE OF MEMBERSHIP, INSTITUTE OF CLASSIC ENTREPRENEUR (ICENT), 01/01/22

Interests

- Reading.
- Playing chess.

Language Proficiency

- English.
- Yoruba.

Referees

Available on request