

ONI AYOMIDE HAPPINESS

Berger, Lagos | 09033443785 | onihappy1@gmail.com

PROFESSIONAL SUMMARY

Resourceful Administrative Management professional with experience in office administration, inventory management, sales, customer relations and support services. Skilled in coordinating daily activities, maintaining accurate records, resolving customer needs and supporting smooth business operations. Reliable, organized and proactive, with strong written and verbal communication, problem-solving and teamwork skills.

CORE SKILLS

Customer Service & Relationship Management • Sales & Product Promotion • Office Administration • Inventory & Stock Management • Records Management • Communication & Collaboration • Problem Solving & Conflict Resolution • Time Management • Microsoft Office Suite • Research & Reporting • Team Leadership • Project Management

WORK EXPERIENCE

Sales Associate | *Sims Digital Center, Lagos, Nigeria* | Jan 2025 – Jul 2026

- Welcomed customers and created a positive in-store experience.
- Maintained strong knowledge of products and explained features, benefits and usage clearly.
- Recommended suitable and related products based on customers' needs.
- Processed customer orders and operated the POS register accurately.
- Handled returns and resolved customer issues professionally.
- Promoted special sales, offers and the store loyalty programme.

Inventory Personnel | *Home Affairs, Lagos, Nigeria* | Dec 2023 – Nov 2024

- Maintained detailed inventory records for products within the warehouse.
- Issued, sorted, stored and controlled stockroom components to support smooth operations.
- Conducted regular cycle counts and identified inventory discrepancies.
- Processed inventory adjustments and received incoming inventory and supplies.
- Verified and maintained accurate records of incoming inventory and supplies.

Office Secretary (NYSC) | *Amorite International Limited, Nigeria* | Dec 2022 – Nov 2023

- Coordinated day-to-day administrative activities within a real estate business unit.
- Responded to customer enquiries and supported clients with their needs.
- Drafted letters and notices for clients, colleagues, vendors and other parties involved in transactions.
- Maintained databases relating to real estate functions and activities.
- Typed, prepared and collated reports and documents.
- Welcomed clients and performed receptionist duties.
- Participated in training sessions to improve administrative skills.

ICT Officer / Administrative Assistant (Intern) | *OSOPADEC* | Oct 2021 – Dec 2021

- Maintained ICT inventories, including media library, software, hardware and communication assets.
- Monitored ICT systems to support the integrity and availability of networks, internet, applications and servers.

EDUCATION

B.Sc. Computer Science | ESTG University, Benin Republic | 2018 – 2022

TRAINING

Soft-Skills Training | Jobberman Training | October 2022

REFERENCES

Available on request.