

ABDULAZEEZ NAFISAT OLADUNNI

Present Address: Magboro, Ogun State
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OBJECTIVE: A dynamic and proactive graduate with excellent team spirit, poised to contribute innovative solutions to workplace challenges, eager to apply academic knowledge and enthusiasm for learning in a professional setting, with a commitment to driving organizational success.

EDUCATION

University: **Bachelor of Science Industrial and Personnel Management (B.Sc)** **2019**
Olabisi Onabanjo University, Ogun State
Secondary: **Senior School Certificate Examination (SSCE)** **2013**
Eagles College, Ogun State

CERTIFICATION/SEMINARS/TRAINING

• **Certificate of Completion in Fundamental of Digital Marketing**-Google Digital Skills for Africa **2024**

SKILLS

- Proficient in MS Office, MS Excel, Power Point and MS Access • Marketing and Management
- Strong data communication skills • Decision Making • Data Presentation • Customer Relationship
- IT Applications in Business and Customer Service • Clerical Support and Data Management
- Efficient use of Google Drive • Planning and Strategy • Human Relationship • Research Report Writing
- Problem solving and strong decision making ability • Fast learner and ability to function as a team
- Highly organized with excellent communication skills • Digital Media Proficiency

WORK EXPERIENCE

DUBAI WHOLESALE OIL

Position: Teller

Ikeja, Lagos State

Jan 2024-Till date

Duties:

- Assisting in promoting and selling products to existing and potential customers, contributing to revenue generation and business growth.
- Developing and nurturing positive relationships with clients, enhancing customer satisfaction and loyalty.
- Conducting market research to identify potential leads and opportunities for expanding the customer base.
- Providing excellent customer service by addressing inquiries, resolving issues, and ensuring customer needs are met.
- Collaborating with team members to achieve sales targets and objectives, fostering a supportive and cohesive work environment.
- Maintaining accurate records of sales activities, including customer interactions and transactions, for reporting and analysis purposes.

GLOBUS BANK

Ikeja, Lagos State

Position: Teller

March 2022-Nov 2023

Duties:

- Processed customer transactions accurately and efficiently, ensuring compliance with banking regulations and policies.
- Balanced cash drawers and maintained accurate records of all transactions, achieving a 100% accuracy rate.
- Provided exceptional customer service by promptly addressing inquiries, resolving issues, and offering product information.
- Demonstrated strong attention to detail and accuracy in handling cash and processing transactions.
- Identified opportunities to upsell bank products and services to customers, resulting in a 20% increase in cross-selling revenue.
- Conducted thorough verification of customers' identities and signatures to prevent fraudulent activities.
- Resolved discrepancies in account balances and transaction records promptly and effectively.

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AL-MADANY COLLEGE

Ibadan, Oyo State

Position: Subject Educator (NYSC)

Nov 2021-Oct 2022

Duties:

- Prepared and delivered engaging and informative lessons that catered to diverse learning styles, resulting in increased student comprehension and engagement.
- Supervised students' behavior in and out of the classroom, maintaining a positive and respectful learning environment conducive to academic success.
- Presented lessons effectively, utilizing innovative teaching methods and instructional materials to enhance student understanding and participation.
- Evaluated students' performance through assessments, projects, and examinations, providing constructive feedback to support their academic growth and development.
- Monitored and recorded students' progress and achievements, maintaining accurate and up-to-date records to inform instructional planning and intervention strategies.
- Utilized assessment data to identify areas for improvement and implemented targeted interventions to support student success.

THE PALMS

Ibadan, Oyo State

Position: Sales Representative

Jan 2020 – Feb 2021

Duties:

- Promoted and sold a diverse range of products to both existing and prospective customers, consistently exceeding sales targets and revenue goals.
- Cultivated and nurtured positive business relationships with clients, fostering trust and loyalty to drive repeat sales and referrals.
- Conducted effective product demonstrations and presentations to showcase features, benefits, and value propositions, resulting in increased customer interest and engagement.
- Actively listened to customer needs and preferences, providing personalized product recommendations and solutions to meet their specific requirements.
- Utilized persuasive selling techniques and negotiation skills to overcome objections and close sales, resulting in a high conversion rate and increased revenue.
- Identified and pursued new business opportunities within assigned territory or market segment, expanding the customer base and driving revenue growth.
- Maintained accurate and up-to-date records of sales activities, customer interactions, and transaction details using CRM software or sales tracking systems.

FIRST ALUMINUM LTD

Ikeja, State Lagos

Position: Clerk

May 2017 – Jun 2018

Duties:

- Managed incoming and outgoing mail, ensuring timely distribution and processing to facilitate effective communication within the organization.

- Executed routine administrative tasks such as faxing, scanning, photocopying, and filing documents, maintaining organized and accurate records for easy retrieval.
- Coordinated office supplies inventory, replenishing stock as needed to support seamless operations and prevent disruptions.
- Assisted with data entry and record-keeping tasks, ensuring accuracy and completeness of information for reference and reporting purposes.
- Collaborated with team members to prioritize tasks and manage workloads effectively, contributing to a positive and productive work environment.
- Maintained confidentiality and handled sensitive information with discretion, adhering to established privacy policies and procedures.
- Responded to inquiries from clients, vendors, and employees, providing courteous and professional assistance to address their needs and concerns.

		PERSONAL DATA
Nationality:	Nigerian	
		REFEREE
Available on request		