

OGUNDARE JAMIU ADETUNJI

Address: No 6, Agodo, opposite Azey Gas, Odogunyan-Ikorodu. Lagos

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PROFESSIONAL SUMMARY

Results-driven sales and retail professional with experience in storekeeping, sales representation, merchandising, price monitoring, and retail supervision. Skilled in inventory management, outlet development, customer relations, team leadership, and achieving sales targets. Adept at working in fast-paced environments while maintaining accuracy, efficiency, and excellent organizational standards.

CORE SKILLS

- Inventory & Stock Management
- Sales & Customer Relationship Management
- Retail Merchandising
- Team Leadership & Supervision
- Market Intelligence & Competitor Monitoring
- Problem Solving & Analytical Thinking
- Communication & Interpersonal Skills
- Microsoft Office Suite

PROFESSIONAL EXPERIENCE

- Acting Mall Supervisor/Manager | Jedol Super Store, Odogunyan, Ikorodu
- Led daily retail operations, supervised staff activities, and ensured smooth store performance.
- Mall Merchandiser Team Lead | Jedol Super Store, Odogunyan, Ikorodu
- Coordinated merchandising activities and ensured product visibility and compliance with retail standards.
- Price Monitoring Officer (PMO) | Jedol Super Store, Odogunyan, Ikorodu
- Monitored market pricing trends and provided reports to support business decisions.
- Mall Merchandiser | Jedol Super Store, Kasolori/Odogunyan, Ikorodu
- Managed product displays and maintained shelf standards to improve customer experience and sales performance.

Sales Representative | Jedol Super Store (2024–2026)

- Opened new outlets and maintained existing customer accounts.
- Raised orders and invoices after confirming customer payments.
- Drove outlet growth and secondary sales performance.
- Reported competitor activities and market intelligence.
- Worked toward achieving assigned sales targets.

Virtual Assistant | Bastion HMO (2020–2024)

Key Responsibilities:

- Managed daily administrative tasks, including scheduling appointments, coordinating meetings, and maintaining calendars for executives and team members.
- Responded to customer inquiries via phone, email, and online channels, ensuring prompt resolution of issues and excellent client satisfaction.
- Maintained and updated client records, policy information, and confidential healthcare documentation with a high level of accuracy.
- Prepared reports, presentations, and correspondence to support management decision-making and operational activities.
- Assisted in claims processing by verifying documentation, tracking requests, and liaising with relevant departments to ensure timely resolution.

Store Keeper | Humble Pillar Store (2019–2020)

- Verified incoming deliveries and resolved discrepancies.
- Maintained systematic and accessible storage of materials.
- Conducted stock checks and reconciled physical inventory with records.

EDUCATION

Higher National Diploma (HND)

Business Administration – Lagos State Polytechnic, Ikorodu (2020–2022)

National Diploma (ND)

Business Administration – Lagos State Polytechnic, Ikorodu (2017–2019)

Senior Secondary Certificate Examination

Odewale Community High School, Ogun State (2011–2017)

COMPUTER SKILLS

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, CorelDRAW

REFERENCES

Available upon request.