

OLADIPUPO ELIZABETH

Sales Representative

11 Lopez close, Agbaoku Estate, Opebi, Ikeja, Lagos, Nigeria,
09124933695 | Female | oladipupoelizabeth61@gmail.com

Personal Summary

Results-driven and customer-focused Sales Representative with strong experience in driving sales, building lasting customer relationships, and achieving business targets. Skilled in identifying customer needs, promoting products and services, negotiating effectively, and converting prospects into loyal customers. Possesses excellent communication, persuasion, and problem-solving skills, with the ability to work independently and as part of a team. Highly motivated, target-oriented, and committed to delivering exceptional customer service while contributing to revenue growth and overall business success.

SKILLS

- Sales & Business Development
- Customer Relationship Management
- Product Promotion & Demonstration
- Lead Generation & Prospecting
- Negotiation & Persuasion
- Customer Service
- Sales Target Achievement
- Market Research & Analysis
- Communication & Interpersonal Skills
- Upselling & Cross-Selling
- Merchandising & Product Display
- Order Processing & Follow-up
- Complaint Resolution
- Territory Management
- Competitor Analysis
- Sales Reporting & Documentation
- Time Management
- Teamwork & Collaboration
- Problem-Solving
- Ability to Work Under Pressure
- Adaptability & Quick Learning
- Microsoft Office (Word, Excel & PowerPoint)

WORK EXPERIENCE

Betadey — Sales Representative / Cashier- Lagos - Nigeria.

February 2025 – September 2026

- Processed daily sales transactions accurately, handling cash, POS, and electronic payments.
- Assisted customers with product inquiries, purchases, and complaints, ensuring excellent customer service.
- Promoted products and supported sales activities to achieve daily and departmental sales targets.
- Maintained accurate sales records and reconciled daily cash and electronic payment transactions.
- Monitored product displays, stock availability, and pricing to support effective sales operations.
- Identified and reported discrepancies in sales, stock, and cash transactions to management.
- Collaborated with team members to ensure smooth store operations and customer satisfaction.
- Maintained a clean, organized, and customer-friendly sales environment.

AUSO Music Studio — Secretary -- Lagos - Nigeria.

Aug 2024 - Jan 2025

- Managed daily administrative and secretarial activities, ensuring smooth office operations.
- Handled phone calls, emails, correspondence, and communication with clients and business partners.
- Scheduled appointments, meetings, studio sessions, and other activities.
- Maintained accurate records, documents, files, and administrative information.
- Attended to clients and visitors professionally, providing information and support as required.
- Assisted with financial records, payments, invoices, and basic administrative documentation.
- Coordinated communication between management, staff, artists, and clients.
- Prepared reports, notices, and other official documents when required.
- Supported management with day-to-day administrative tasks and organizational activities.

Zanzibar Hotel - Sales Representative - Lagos - Nigeria.

June 2021 - August 2022

- Promoted hotel services, rooms, facilities, and special offers to prospective and existing customers.
- Generated new leads and converted prospects into bookings and paying customers.
- Built and maintained strong relationships with clients to encourage repeat business and referrals.
- Handled customer inquiries, reservations, and complaints professionally and promptly.
- Followed up with prospective customers to increase bookings and improve sales conversion.
- Identified customer needs and recommended suitable hotel services based on their preferences and budget.
- Assisted in achieving daily and monthly sales targets through proactive sales and customer engagement.
- Monitored competitors and market trends to identify opportunities for increasing hotel revenue.
- Maintained accurate records of customer interactions, bookings, and sales activities.
- Collaborated with the front desk and other departments to ensure a smooth customer experience

EDUCATION

Lagos State University, Ojo, Lagos, Nigeria, - Diploma, Theatre Art

May 2022 -December 2024

- Degree Awarded with Second Class Upper Division (2.1)

HOBBIES

- Meeting New People
- Public Speaking
- Travelling and Exploring New Places
- Music and Entertainment
- Learning New Skills
- Sports and Fitness