

ONIFADE SALMAH BOLATITO

Lagos, Nigeria • salmahonifade@gmail.com • 08124568876

PROFESSIONAL SUMMARY

Versatile, detail-driven professional with cross-sector experience spanning financial administration, education, and retail operations. Known for transforming complex, multi-step workflows into structured, high-accuracy processes and building productive relationships across diverse stakeholder groups. Brings strong analytical ability, operational discipline, and confident communication to every role—consistently delivering measurable results in fast-paced, high-accountability environments

EDUCATION

B.Sc in Education (Accounting) | Ekiti State University

Graduated: 2025

Diploma in Management Science) | Ekiti State University

Graduated: 2022

WAEC Senior Secondary Certificate | Obtained 2018

CORE COMPETENCIES

Financial Administration (Data Entry, Ledger Balancing, Financial Reconciliation, Transactional Record-Keeping)

Communication & Stakeholder Engagement (Client Relations, Instructional Delivery, Public Speaking, Conflict Resolution)

Operations & Office Coordination (Process Optimisation, Records Management, Scheduling, Vendor Liaison) **Digital & Analytical Tools**

MS Office Suite, Digital Payment Systems, Administrative Software, Inventory Tracking

PROFESSIONAL EXPERIENCE

Sales Associate | Creatrik World by Temma, Lagos, Nigeria

2026

- Greeted and welcomed customers in a friendly and professional manner
- Assisted customers in selecting products and providing excellent customer service.
- Promoted and sold products to achieve sales targets.
- Handled customer inquiries and resolved complaints professionally.
- Kept the store clean, organized, and visually appealing. C
- Listened to customers' needs and recommended suitable products.
- Arranged and restocked merchandise to keep the store neat and attractive.
- Processed sales transactions and maintained accurate records.
- Built good relationships with customers, encouraging repeat patronage.
- Ensured all products were properly priced and displayed.
- Processed sales transactions using cash, bank transfer
- Responded politely to customer inquiries.
- Resolved customer complaints professionally to ensure customer satisfaction.
- Demonstrated honesty, reliability, teamwork, communication, and problem-solving skills in daily operations.

Educator / Instructional Lead 2025 | Iworoko Senior High School, Iworoko-Ekiti State

2025

- Designed and delivered structured, curriculum-aligned lesson plans that measurably improved student engagement, classroom participation rates, and end-of-term assessment performance.
- Administered precise academic records and coordinated parent-teacher communications, ensuring transparent reporting and strong alignment between the school administration and the wider parent community.
- Mentored students through personalized academic guidance, cultivating a collaborative and high-achieving classroom culture that boosted student confidence and overall learning outcome

Financial Administrative Intern 2024 | Ekiti State Water Corporation & Sewage Board, Ado-Ekiti, Ekiti State

2024

- Processed and validated daily financial data entries across multiple accounts, achieving 100% transactional accuracy throughout the internship—with zero discrepancies flagged during internal review.
- Assisted in reconciling financial records across departments and restructured the filing system, significantly reducing document retrieval times for critical operational audits.
- Identified and eliminated administrative bottlenecks in document processing workflows, accelerating the resolution turnaround for public water service queries and improving departmental efficiency.

Culinary Trainee | Fashola School , Aga. Ikorodu

2017

Motivated and Hardworking Kitchen Assistant with a strong interest in food preparation and kitchen operations. Completed 9 months of culinary training, where i gained practical knowledge of food preparation, kitchen hygiene, food safety, and team work. Eager to learn, reliable, and committed to maintaining high standards in a professional kitchen.

Core skills

- Food preparation
- Basic Cooking Skills
- Kitchen Hygiene and sanitation
- Food Safety Practices
- Dishwashing and Kitchen Cleaning
- Time Management
- Teamwork
- Ability to follow Instructions
- Attention to detail
- Willingness to learn