

[ONIMOWO MOTURAYO SARAH]

Engineering Student | Administrative & Customer Service Experience

 [33 epetedo street ,ogudu,Lagos State]

 [09079137876]

 [motunrayoonimowo@gmail.com]

PROFESSIONAL SUMMARY

Motivated and hardworking engineering student with practical experience in engineering consulting, administration, customer service, sales, sale representatives in a boutique . Gained 4 months of SIWES experience at Maykayvic Engineering, along with one year of experience as a customer care representative / receptionist in a laundry house ,and one year of sale representative / content creator in a boutique store.

I am a fast learner with good communication, organization, teamwork, and problem-solving skills, seeking opportunities to develop my engineering knowledge while contributing positively to an organization.

EDUCATION

[Moshood abiola polytechnic]

Civil Engineering]

[2024-2026]

WORK EXPERIENCE

Maykayvic Engineering – SIWES Student/Engineering Trainee

4 Months

- Assisted with engineering-related activities and office duties.
- Gained practical exposure to engineering consultancy and professional workplace procedures.
- Assisted with documentation and preparation of engineering-related information.
- Observed and supported engineers during technical activities.

Laundry House – customer care representative/ receptionist

1 Year

- Make phone calls and send emails to customers .

- Received and recorded customers' laundry items.
- Handled customer inquiries and complaints.
- Maintained accurate records of customers and laundry orders.
- Assisted with payment and transaction records.
- Communicated with customers regarding collection and delivery of clothes.

Boutique - sales representatives / content creators 1 year

- welcome customer
- introduce product to customer
- Create content
- Receive complain
- Manage social media

SKILLS

- Communication Skills
- Customer Service
- Organization and Record Keeping
- Sales and Marketing
- Computer Literacy
- Ability to Learn Quickly
- Basic Engineering Knowledge

PERSONAL ATTRIBUTES

- Hardworking and responsible
- Reliable and punctual
- Good interpersonal skills
- Willingness to learn
- Able to work independently and as part of a team
- Professional and respectful