

OBAFEMI ADEOLA PRISCILLA

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PROFILE SUMMARY

Highly versatile and dynamic professional with strong communication, interpersonal, customer service, and administrative skills. Seeking a challenging position in a progressive organization where I can leverage my abilities to contribute to organizational growth while achieving personal and professional development. Committed to delivering outstanding results and fostering positive relationships with colleagues and clients.

WORK EXPERIENCE

BELLA HAIR COMPANY, MERIAN, LAGOS STATE

2017 – 2018

Sales Representative

- Greeted and assisted customers in a courteous and professional manner.
- Responded to customer inquiries and provided information about products and services.
- Handled customer requests and directed issues to the appropriate personnel when necessary.
- Maintained accurate records and organized company documents.
- Assisted with appointments, meetings, and general administrative duties.
- Supported the team in maintaining an organized and customer-friendly environment.

SF VENTURES COMPANY, OGUN STATE

2020 – 2022

Customer Service Representative

- Established and maintained positive relationships with customers.
- Responded promptly to customer inquiries and issues relating to company products and services.
- Handled customer complaints professionally and provided appropriate solutions.
- Demonstrated strong commercial awareness and understanding of customer needs.
- Maintained a professional and customer-focused approach in all interactions.

BRIGHT ACADEMY SECONDARY SCHOOL, EYENKORIN, KWARA STATE

2024 – 2025

Office Assistant

- Provided administrative and clerical support to staff and school management.
- Organized and maintained office files, records, and documents.
- Assisted with preparing documents, correspondence, and instructional materials.
- Supported daily office operations and ensured tasks were completed efficiently.
- Communicated professionally with students, parents, staff, and visitors.
- Assisted with scheduling, coordination, and other duties as assigned.

WEALTH HOME ORGANIZATIONS, OGUN STATE

2025 – 2026

Customer Service Representative

- Built and maintained positive relationships with customers by establishing rapport and understanding their needs.
- Responded to customer inquiries and provided assistance with company products and services.
- Handled and resolved customer complaints professionally while ensuring customer satisfaction.
- Demonstrated strong commercial awareness and understanding of customer needs.
- Provided timely and effective solutions to customer issues and concerns.
- Maintained a professional and customer-focused approach in all interactions.

EDUCATION

Higher National Diploma (HND), Business Administration and Management Osun State Polytechnic, Iree, Osun State	2021 – 2023
National Diploma (ND), Business Studies Osun State Polytechnic, Iree, Osun State	2019 – 2021
West Africa Examination Council (WAEC) St. Monica's Girls College, Kabba, Kogi State	2009 – 2015
First School Leaving Certificate (FSLC) Abundant Life Academy Nursery & Primary School, Kabba, Kogi State	2003 – 2009

CERTIFICATION

National Youth Service Corps (NYSC) — July 2024 – July 2025

SKILLS

- Ability to work with little or no supervision
- Good communication and interpersonal skills
- Ability to balance work and study commitments
- Teamwork and collaboration
- Adaptability and willingness to learn
- Ability to work effectively under pressure
- Customer service and relationship management
- Problem-solving and commercial awareness