ODUKOYA SULIYAT MOTUNRAYO

Business Administration & Management Professional

09036571551 | 07014885804 | suliyatodukoya368@gmail.com
Ogun State | Odogbolu LGA | English & Yoruba

PROFESSIONAL PROFILE

Business Administration & Management professional with practical experience in microfinance banking, credit operations, customer service, sales, inventory management, POS operations, teaching, and administrative support. Strong communication, interpersonal, organizational, documentation, and problem-solving skills, with the ability to work effectively independently and within a team. Committed to delivering reliable service, maintaining accurate records, and supporting efficient daily operations.

CORE COMPETENCIES

- Customer Service & Relationship Management
- Sales & Marketing
- Inventory Management & Stock Reconciliation
- Record Keeping & Confidentiality
- Communication & Interpersonal Skills
- Time Management & Organization
- Credit Operations & Customer Follow-up
- Cash Handling & POS Operations
- Administrative Support & Documentation
- Microsoft Word, Excel & PowerPoint
- Teamwork & Collaboration
- Problem-Solving

PROFESSIONAL EXPERIENCE

Teacher - National Youth Service Corps (NYSC)

New Era College | Okeho, Oyo State | October 2025 - September 2026

- Taught and guided students in assigned subjects and supported their academic development.
- Prepared lesson materials and participated in classroom activities.
- Maintained students' academic records and assisted with assessments.
- Communicated effectively with students, colleagues, and school management.
- Participated in school activities and supported the smooth running of the school.
- Demonstrated patience, responsibility, teamwork, and effective classroom management.

Sales / Inventory / POS Officer

Acube Supermarket | Ibadan, Oyo State | August 2022 - February 2024

- Assisted customers and provided friendly and professional customer service.
- Handled sales transactions and POS operations.
- Assisted with daily cash and sales activities.
- Monitored, arranged, and checked stock and products.
- Assisted with inventory management and stock reconciliation.
- Ensured products were properly displayed and organized.
- Supported day-to-day supermarket operations and worked with colleagues to achieve operational goals.

Credit Officer

Young Reliable and Trust (YRT) Microfinance Bank | Iragbiji, Osun State | October 2021 - May 2022

- Assisted customers with account and credit-related enquiries.
- Reviewed customer information and documentation for credit applications.
- Followed up with customers regarding loan repayments and account-related matters.
- Maintained proper records and documentation for credit activities.
- Built and maintained positive relationships with customers.
- Handled customer information professionally and maintained confidentiality.

EDUCATION

Higher National Diploma (HND) - Business Administration & Management
LENS Polytechnic, Offa, Kwara State | 2023

National Diploma (ND) - Business Administration & Management | Lower Credit
LENS Polytechnic, Offa, Kwara State | 2021

NATIONAL YOUTH SERVICE CORPS

NYSC Discharge Certificate
2026

ADDITIONAL INFORMATION

LGA: Odogbolu

REFERENCES

Available upon request.