

OJERINDE OYINDAMOLA TOYYIBAT

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Profile Summary

Motivated and hardworking Business Education graduate with experience in production and organizational operations. Skilled in contributing to team success, maintaining quality standards, and supporting business growth, an effective overseer and consultant, highly resourceful administrative personnel, persuasive and concise communicator. Seeking an opportunity to work in a reputable company where I can apply my knowledge and develop professionally.

Bio data

Gender:	Female
State Of Origin:	Ogun State
Marital Status:	Single
Nationality:	Nigeria
Date of Birth:	7th March 1998

Skills and Competencies

- Charismatic and energetic support assistant
- Proficient in the use of Microsoft Office suite
- Excellent time manager
- Highly professional with attention to details
- Great people relation skill
- Client Relations
- Good team player

Academic Qualifications

- **Bachelor of Science, Business Education** 2021
Tai-Solarin University of Education
- **Senior Secondary Certificate Examinations (SSCE)** 2015.
Oke-Afa Senior Comprehensive College

Work Experience

DERECK BKC July 2024 – June 2026.
Role: Production manager

Responsibilities:

- Supported production planning and execution
- Helped monitor product quality and consistency
- Ensured proper handling of materials and equipment

BEST TECH CONSULT

Feb. 2024 – Jun. 2024.

Role: Sales Rep

Responsibilities:

- Promote and sell company products to customers.
- Identify and develop new business opportunities.
- Maintain strong relationships with existing customers.
- Achieve assigned sales targets and objectives.

DAVON CONSULT

Feb. 2023 – Dec. 2023.

Role: Leasing Consultant/Sales Rep

Responsibilities:

- Negotiations of terms
- Promoting client's properties
- Rendering of professional opinions to clients
- Validate application information and references
- Keeping abreast with property market status.

HOY BRAND, LAGOS

Oct. 2018 – Dec. 2022.

Role: Sales Representative

Responsibilities:

- Attending to customer requests and complaints
- Representation of organization in the market
- Call cold leads and convert them
- Identify opportunities to secure new businesses by establishing relationships with clients and prospects.
- Attracting new clients by innovating and overseeing the sales process for the business.
- Communicating with clients to understand their needs and offer solutions to their problems.
- Maintaining good relationship with client and retaining them in a highly competitive market.

Referees

- Mr. Vincent Michael A.
United Bank for Africa
(+234) 08145092764.
- Mr. Olalekan Bello
Operations Manager
Liquid Logic Nig Ltd
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