

OLADIRAN PRECIOUS EMIOLA

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PROFESSIONAL SUMMARY

Customer-focused English Language student with experience in front-desk support and retail environments. Communicates clearly, assists customers politely, and can support everyday administrative tasks such as organising information, responding to enquiries, and keeping work areas orderly. Seeking opportunities in customer service, virtual assistance, sales support, or administration, including remote and entry-level roles.

CORE SKILLS

Customer service and customer relations • Verbal and written communication • Handling enquiries and welcoming visitors

Organisation and attention to detail • Teamwork and problem-solving • Time management and reliability

Sales support and customer persuasion • Basic administrative and front-desk support • Willingness to learn digital tools and remote-work processes

WORK EXPERIENCE

Receptionist | Solrem Food Restaurant

April 2025 – September 2025

- Welcomed visitors and helped direct enquiries to the appropriate person.
- Communicated politely with customers and supported a positive customer experience.
- Assisted with routine front-desk tasks and helped keep information and the reception area organised.

Retail Support | Crown Store, Malete, Kwara State

Dates to be confirmed

- Supported customer interactions in a retail setting.
- Helped customers with enquiries and communicated product information when needed.
- Worked with others to support day-to-day store activities.

EDUCATION

Kwara State University (KWASU) — English Language — 300 Level

LEADERSHIP & ACTIVITIES

Secretary, Literary Club — Supported club communication and organisation, helped coordinate activities, and contributed to reading and literary initiatives.

ADDITIONAL INFORMATION

Open to entry-level, part-time, and remote opportunities. References available on request.