

OLATUNJI ADEBISI

Phone: 09057006696 | Email: hardexolat@gmail.com
Shomolu, Lagos State | Date of Birth: June 2, 2003

PROFESSIONAL TITLE

Customer Service Representative | Office Assistant | Administrative Assistant

PROFESSIONAL SUMMARY

Dedicated and customer-focused Business Administration and Management graduate with experience in customer service, administrative support, collections, and community engagement. Skilled in communication, customer relations, problem-solving, and teamwork. Seeking opportunities in customer service, office administration, and human capital management.

SKILLS

Customer Service, Customer Relations, Communication, Problem Solving, Collections Support, Administrative Support, Microsoft Word, Google Docs, Email Management, Scheduling, Time Management, Teamwork, Internet Research, Typing, Front Office Operations, Cash Handling.

PROFESSIONAL EXPERIENCE

Tenn Microfinance Bank

Customer Service Officer (Intern) | Lagos State | 2026

- Communicated with customers regarding loan accounts and outstanding repayments.
- Responded to customer enquiries and provided payment reminders professionally.
- Followed up on customer concerns and supported customer service and account follow-up activities.

The Place Restaurant

Customer Service Representative | Yaba, Lagos State | December 2021 – May 2024

- Delivered customer service and resolved customer complaints.
- Processed cash and POS transactions and maintained cash records.
- Managed front desk operations and collaborated with team members.

JAKIN NGO

Administrative Support Assistant (Intern) | Lagos State | July 2019 – September 2019

- Assisted with daily administrative and office operations.
- Helped distribute relief materials and educational resources.
- Participated in community mobilization and awareness campaigns.
- Supported the implementation of health and educational projects.

EDUCATION

National Diploma (ND) in Business Administration and Management

Ibadan City Polytechnic, Ibadan, Oyo State | 2024 – 2026

Senior Secondary School Certificate Examination (SSCE)

CMS Girls Senior Grammar School | 2016 – 2019

CERTIFICATIONS

- Certificate in Desktop Publishing – Citadel Computer Training Institute (30 May 2020)
- Certificate of Participation – Lagos Youth Skills Acquisition Empowerment Programme (Powered by Forecast Partners Limited) (25 August 2018)
- Certificate of Participation – Youth Mentoring Platform (24 August 2019)

LANGUAGES

English (Fluent) | Yoruba (Native)

PROFESSIONAL HIGHLIGHTS

- Experience in customer service, administrative support, and customer relations.
- Experienced in front office operations, cash handling, and customer follow-up.
- Strong interpersonal, communication, and teamwork skills.

REFERENCES

Available upon request.