

ABDULJAELEL OMOGBOLAHAN OYEBAMIJI



CONTACT

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ADDRESS

No 1, Alafia street, Oko Oba, Agege, Lagos

EDUCATION

Library and information science

Kwara State University, Malete
Second Class Lower
2018 - 2022

Secondary School

Standout Secondary School
2013 - 2017

Secondary School

Rose Valley Nursery and Primary School
2003 - 2011

SKILLS

Client Relationship Management
Team collaboration
analytical decision-making
Interpersonal & Customer Service Skills
Verbal & written communication
Planning & Time Management
Multitasking & prioritization
Records Organization & Cataloguing

HOBBIES

Traveling and Playing football

SUMMARY

Detail-oriented Library and Information Science graduate with hands-on experience in customer-facing and administrative roles spanning financial services, education, retail, and academic libraries. Skilled in client relationship management, records organization, and team collaboration, with a track record of adapting quickly to new environments and delivering results with minimal supervision. Seeking to leverage strong communication, analytical, and organizational skills in a records management, administrative, or client-facing role.

EXPERIENCE

Customer services representative

Jun 2024 - Sep 2026

BLOOMS MICROFINANCE BANK

- Managed client accounts and coordinated loan repayment collection, maintaining accurate records of transactions and outstanding balances.
- Built and maintained professional relationships with clients to support timely repayment and resolve payment-related concerns.
- Applied analytical and decision-making skills to prioritize accounts and follow up efficiently across a client portfolio.

Library Assistant (SIWES)

Feb 2021 - Jul 2021

University of Ilorin Main Library

- Assisted in the organization, cataloguing, and shelving of library materials to support efficient information retrieval.
- Supported library patrons with resource location, circulation services, and general enquiries.
- Contributed to maintaining an orderly and accessible library environment during Students Industrial Work Experience Scheme (SIWES) placement.

Sales manager

Gee Best Foot-wears

- Oversaw daily sales operations and supervised store staff to meet sales targets.
- Managed customer relationships and resolved enquiries to ensure a positive purchasing experience.
- Monitored inventory and coordinated stock management to maintain product availability.

Classroom and Subject Teacher

Best brain college

- Planned and delivered lessons to students, adapting teaching methods to different learning styles.
- Managed classroom activities and monitored student progress, reinforcing time management and multitasking abilities.
- Communicated regularly with students to support learning outcomes and classroom discipline.