

OYINDAMOLA AMINAT OLANIRAN

**BSc. In Chemistry |
Data Analyst | AI
Essentialist**

PROFESSIONAL SUMMARY

Oyindamola OLANIRAN

Address: 12 Ayantuga street, Fadeyi, Mushun Lagos.

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LinkedIn: Oyindamola Unique

Gender: Female

WORK EXPERIENCE

Results-driven Virtual Customer Service Representative with proven remote work experience and recognized digital skills certifications. Adept at delivering efficient, empathetic, and professional support that drives customer satisfaction, loyalty, and retention. Highly adaptable, and committed to exceeding performance targets while contributing meaningfully to organizational success. Passionate about continuous learning and professional growth in a fast-paced, customer-focused environment.

Youth Program Assistant

Action Health Incorporate | Jan – Dec 2017

- ✓Organized and anchored youth-friendly events to promote adolescent health, life skills, and empowerment in alignment with the organization's mission.
- ✓Provided health information and facilitated access to resources for young people.

Business Development Representative (Sales Rep)

International Breweries PLC – Bamboo Project | Jan – May 2025

- ✓Drove sales for existing products by engaging target customers.
- ✓Developed marketing strategies informed by consumer insights and industry trends.

Supervisor

International Breweries PLC – Bamboo Project Management | Jun 2025 – February 2026

- ✓Lead, motivate, and support sales representatives to achieve individual and team targets.
- ✓Monitor and analyze sales performance using KPIs, ensuring consistent progress toward goals.
- ✓Gather and relay market feedback on trends, customer needs, and competitor activities to management.

Manager

Kiqwins Experience / June 2026 to Present

✓ Managed daily salon operations, ensuring efficient workflow and service excellence.

✓ Interviewed, recruited, and onboarded new staff while supporting their training and development.

✓ Improved workplace structure, staff performance, and operational efficiency through effective supervision.

✓ Maintained excellent customer service by resolving client concerns and ensuring a positive salon experience.

EDUCATION

Bachelor of Science (Bsc.) in Chemistry

Tai Solarin Federal University of Education

January 2020- November 2024, Ijagun, Ijebu- Ode, Ogun State.

✓ Built strong expertise in analytical, organic, inorganic, and physical chemistry with hands-on laboratory practice.

✓ Applied scientific methods to solve complex problems, interpret data, and present clear, evidence-based conclusions.

✓ Developed transferable skills in critical thinking, time management, teamwork, and clear communication through coursework and research activities.

ALX AI Career Essentials

ALX Africa/ November 2024, Virtual.

✓ Gained foundational knowledge of artificial intelligence concepts, applications, and industry trends.

✓ Developed skills in AI-driven problem solving, ethical considerations, and adapting to emerging technologies.

✓ Completed practical learning activities to strengthen analytical thinking, collaboration, and adaptability in tech-driven environments.

Professional Certification in Data Analysis

Digital Skills Africa | March 2025, Virtual.

✓ Gained proficiency in data cleaning, visualization, and interpretation using tools such as Microsoft Excel, SQL, and Power BI.

✓ Applied statistical techniques to analyze datasets and generate actionable business insights.

✓ Completed practical projects involving data manipulation, trend analysis, and performance reporting to solve real-world problems.

LEADERSHIP & VOLUNTEER EXPERIENCE

Secretary

National Youth Council of Nigeria, Odiolowo Ojuwoye, Lagos | Nov 2022 – Present

- ✓Maintain accurate documentation and official correspondence to support strategic youth development initiatives.
- ✓Coordinate administrative processes that enhance program efficiency and stakeholder engagement.

Secretary

Lagos West Leadership Retreat | Dec 2022 – Jan 2023

- ✓Planned and executed leadership-focused events, ensuring seamless logistics and communication.
- ✓Facilitated discussions and networking opportunities to inspire and equip young leaders.

Volunteer

Volunteer Medical Corps | Jul 2018 – Dec 2018

- ✓Supported call center operations, handling community health inquiries and providing timely, accurate information.
- ✓Assisted in mobilizing resources for outreach programs.

Volunteer

Healing School | Sep 2020 – Oct 2023

- ✓Coordinated student management during healing services, contributing to smooth event flow.
- ✓Assisted in logistical arrangements to ensure successful large-scale gatherings.

Financial Secretary

College of Science and Information Technology, Tai Solarin University of Education | Jan 2024 – Sep 2024

- ✓Managed financial transactions and budgeting processes with strict adherence to transparency and accountability standards.
- ✓Produced accurate financial reports to support decision-making and resource allocation.

CORE COMPETENCIES

- ✓Customer Relationship Management
- ✓Data Analysis & Reporting
- ✓Leadership & Team Coordination
- ✓Organizational & Administrative Management
- ✓Communication & Collaboration
- ✓Digital Literacy

LANGUAGE

REFERENCE

English - Fluent
Yoruba - Fluent

MR ADEWALE ADEBIYI
SALES MANAGER | 09026840108

MRS ADENIKE ESSIET
EXECUTIVE DIRECTOR ACTION HEALTH INCORPORATED | 08023307813