

IFEOLUWA KEHINDE SALAMI

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A Business Administrative major seeking for full-time opportunities in the administrative field.

PROFILE:

Knowledgeable and dedicated professional with extensive experience in administrative and business management, currently an entrepreneur and owner of a successful bag making business, demonstrating leadership, creativity, and business acumen. Effective communicator with highly professional attitude, great organizational skills, and well-developed teamwork abilities. Detailed Microsoft expert that can contribute to environment productivity and support teams and users with MS Office skills.

PROFESSIONAL EXPERIENCE:

Madois Bag, Lagos State.

June 2022 – Date

Entrepreneur/Sales Agent

- Successfully launched and managed a bag making business from inception to profitability.
- Overseeing all aspects of business operations including production, marketing, sales, and customer service.
- Strengthened customer relations and promotional strategies to drive customer engagements and boost sales.
- Leveraging social media platforms to promote and increase brand awareness, resulting in 20% increase in website traffic and 50% increase in sales.
- Establishing and optimizing schedules to keep coverage and services in line with customer demands.
- Demonstrating entrepreneurial skills by developing innovative designs and expanding the customer base.
- Supervising works of contracted employees to keep on task for timely completion.
- Applying customer feedback to develop process improvements.

Shepard Senior Secondary School, Ilorin, Kwara State (NYSC)

December 2021 – November 2022

Classroom Teacher

- Teaching Marketing and Commerce subjects to students of years 1, 2, and 3 of Senior Secondary School.
- Administering terminal examinations.
- Developed students' confidence through positive reinforcement strategies.
- Researching, compiling and forming lesson plans to meet goals identified in students' individualized study plans.
- Using variety of learning modalities to facilitate learning process and accentuate presentations.
- Marked, compiled and issued results to students.
- Worked with a team of other Corps members in the Local Government to carry out different programs and projects including sensitization activities, environmental protections, etc.

Manager

- Managing the production and operation of an ice-cream company.
- Ensuring timely and efficient production and delivery of products to customers.
- Maintaining high standards of quality and customer satisfaction.

GROOMING HEALTH MANAGEMENT LIMITED

January 2024 - November 2024

Admin Officer

- Providing administrative support to the Company.
- Managing appointments, maintaining schedules, preparing documents and answering phone calls.
- Maintaining and organizing office files, ensuring documents were accessible and up-to-date.
- Serving as the primary point of contact for customers and vendors, providing excellent customer service.

EDUCATION:

Business Administration

June, 2021

Thesis: The effects of Government policies on small and medium scale enterprises.

Bachelor of Science Degree

Oduduma University, Ipetumodu Ile-Ife, Osun State

West African Examination Council (Senior School Certificate)

June, 2014

Blessed Assurance College, Ijegan, Lagos State.

SKILLS:

Office Management
Marketing, Advertisement and Sales
Research and Study
Good Interpersonal relationship skills
Good Time Management
Flexibility and creativity
Site management, Client relations, ERP
Strong organizational skills

Computer Skills:

Excellent use of all Microsoft Office Packages Excellent
Quick-Books

RELEVANT TRAINING/VOLUNTEER WORK:

Training:

- Jobberman Soft Skills Training Certification 2020

Red Cross; HIV Sensitization Unit (NYSC), 2022.**Volunteer:**

- Worked with a team of other Corps members in the Local Government to carry out different programs and projects including sensitization activities, environmental protections, etc.
- Outreach on creating awareness symptoms, prevention and management of the virus.
- Carried out free HIV tests on the locals in the environment.

REFREES:

Available upon request.