

OSHINEYE TEMILOLUWA

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PROFESSIONAL SUMMARY

Resourceful and well-organized professional with experience in customer service, sales, front-facing support and hospitality. Strong communication, interpersonal and administrative skills, with the ability to manage multiple tasks, interact professionally with customers, and work effectively with minimal supervision. Seeking opportunities in Personal Assistance, Reception, Customer Service, Front Desk, Sales or Administrative Support.

CORE SKILLS

- Customer service and client support
- Administrative and organizational support
- Data entry and basic documentation
- Problem-solving and attention to detail
- Sales and product promotion
- Professional communication
- Calendar, task and time management
- Multitasking and prioritization
- Teamwork and interpersonal skills
- Ability to work independently

PROFESSIONAL EXPERIENCE

Sales Representative | 2023 – 2024

KD Bread

- Assisted customers and handled product-related enquiries professionally.
- Promoted products and supported sales activities to meet business needs.
- Maintained positive customer relationships and communicated product information clearly.
- Supported day-to-day sales operations and worked effectively as part of a team.

Waitress | 2022 – 2023

La Champagne Tropicana Beach

- Provided courteous and efficient service to guests in a busy hospitality environment.
- Took customer requests accurately and ensured timely service.
- Handled customer interactions professionally and responded to enquiries appropriately.
- Worked collaboratively with colleagues to maintain smooth daily operations.

Customer Service / Online Support

Remote

- Responded to customer enquiries through online communication channels.
- Provided clear, professional assistance and helped resolve customer concerns.
- Managed multiple customer requests while maintaining accuracy and responsiveness.
- Worked independently and maintained professionalism in a remote environment.

EDUCATION

National Diploma (ND) | 2022 – 2025

South Western College of Health Technology

ADDITIONAL INFORMATION

- Available for full-time, part-time or suitable on-site opportunities.
- Professional references available upon request.