

Olayeri Teniola Adenike

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PERSONAL PROFILE

I am a graduate of Linguistics with skills in Microsoft office and problem solving. I am a dedicated and goal driven person. My objective is to tackle every task with appropriate and thorough attention to details and a consistent pursuit of achievements.

Quick to learn new systems and procedures, with a commitment to accuracy, confidentiality, and delivering exceptional service qualities essential in work environments. Eager to contribute to a reputable organization by supporting its operations and ensuring customer satisfaction.

SKILLS AND CERTIFICATIONS Skills

- Soft skill: Leadership skills, teamwork, problem solving, creative thinking, multitasking, Resilient
- Technical Skills: Microsoft office, i.e. Word, PowerPoint and Excel.
- Communication: Excellent written and verbal communication skills

Certifications

- Jobberman softskill (Jobberman)

WORK EXPERIENCES

Sales representative

Ola glory mini mart|Baruwa March 2020 – December 2020

- Provided exceptional customer and sales services
- Maintained knowledge in customer relationship and maintenance
- Managed cash flows efficiently

Customer service representative

Loan company|Easybuy

May 2021 – September 2021

- Worked remotely
- Managed overdue payments and debt recovery
- Assisted customers on how to make payment with ease

Sunrise Academy,Lagos state

National Youth Service Corp member/English Language and Literature Teacher

September 2025 – May 2026

- Developed lesson notes and deliver engaging English/Literature lessons that align with the curriculum
- Create educational materials and organize English/Literature lessons that align with the curriculum
- Maintained a productive classroom environment
- Assisted in designing assessments, grade students work and provide constructive feedback to enhance learning

EDUCATION

Ekiti State University

B.A (Hons) Linguistics

- **Relevant courses:** Mass communication, English and literary studies
- **Academic Tier:** Second Class

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Ado Ekiti, Nigeria
Jan. 2018 – Nov. 2024

Teniola Adenike Olayeri
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LANGUAGE

English (Fluent); Yoruba (Native)

REFEREE

Available upon request