

ODUMOSU SHAKIRU BOLUWATIFE

B.Sc. Business Administration Graduate

Ijebu-Ode, Ogun State, Nigeria | 07019152429 | bioluwatifeodumosu@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented and organized Business Administration graduate with experience in sales, customer service, inventory management, record keeping and operational support. Skilled in maintaining accurate records, assisting customers, preparing reports and supporting day-to-day business operations. Strong communication, analytical and organizational abilities with a commitment to professionalism, teamwork and service excellence.

PROFESSIONAL EXPERIENCE

Sales Executive | MTN Nigeria

2018– 2020

- Assisted customers with products and services and responded to customer needs professionally.
- Maintained accurate sales and transaction records.
- Prepared daily sales reports and supported routine sales activities.
- Worked toward sales targets while providing quality customer service.

Inventory Officer | Specialty Pulp and Paper Limited (SPPL)

2021 – 2025

- Maintained accurate inventory and stock records.
- Conducted stock counts and reconciled inventory records.
- Received and inspected incoming materials.
- Prepared inventory reports and monitored stock levels.

Warehouse / Inventory Assistant | Oluwashidara One Business Nig. Ltd.

2016 – 2018

- Received and organized warehouse stock.
- Maintained inventory records and supported stock documentation.
- Conducted stock counts and monitored inventory movement.
- Ensured proper storage and organization of materials.

EDUCATION

Bachelor of Science (B.Sc.) in Business Administration

Olabisi Onabanjo University, Ago-Iwoye, Ogun State | 2020 – 2023

National Diploma (ND)

Grace Polytechnic, Ogun State | 2017 – 2018

Senior Secondary School Certificate (SSCE)

Ijebu Muslim College, Ijebu-Ode, Ogun State | 2008 – 2013

CERTIFICATION

National Youth Service Corps (NYSC) Certificate of National Service | 2026



Edit with WPS Office