ABIODUN OLAMILEKAN BABATUNDE

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PROFESSIONAL SUMMARY

Ooo Motivated and detail-oriented Business Administration student with diverse experience in customer service, sales, hospitality and manufacturing operations. Proven experience as a customer service and sales representative, bar attendant and machine operator, demonstrating strong communication, customer relationship management, teamwork and problem-solving skills. Possess a solid understanding of business administration principles and a strong commitment to success while pursuing continuous professional growth.

CORE SKILLS AND COMPETENCE

. Customer service excellence
. Sales and marketing technique
. Attention to detail
. Effective communication skills
. Machine operation and monitoring
. Time management
. Team collaboration
. Problem solving

PROFESSIONAL EXPERIENCE

Customer service representative: FAIR LOANER LOAN, Ikeja Lagos state, Ikeja Lagos July 2026

- Contact customers about their outstanding or overdue loans
- Remind customers of their payment due dates
- Follow up on missed or late payments
- Discuss repayment options with customers
- Record and update payment information
- Keep accurate records of customer accounts and collection activities

Sale representatives/marketing: long Sheng motor LTD, Ikeja Lagos state JAN 2026

. Promote and sell motorcycles
. Identify and approach potential customers and business partners.
. Build and maintain strong customer relationships.
. Negotiate sales and close deals effectively.

Marketing: Beart and Gibson company, online June 2026
* Identify new business opportunities and generate leads.
* Build and maintain strong relationships with clients and retailers.
* Meet daily, weekly, and monthly sales targets.
* Conduct product presentations and demonstrations.
* Monitor market trends and competitor activities.

NYSC Marketing and Teacher; kokona high school, Keffi, Nasarawa State/ Homat land and properties |AUG 2024
. Marketing knowledge and principles
. Lesson planning
. Leadership and Mentoring
. Student assessment and evaluation

Bar Attendant/Storekeeper; 234 restaurant and lounge, Lekki, Lagos Sate | NOV 2022
. Provided excellent customer service at a fast pace
. Process customer orders and payment accurately
. Monitored stock level
. Maintained sales records

Customer Service, Sales Representative and Supervisor; De classis hotel | May 2019
. Time management and organization
. Attention to detail
. Staff Training and mentoring
. Problem solving and decision making

Machine Operator: Cosmetic factory company, Oshodi ladipo, Lagos State FEB 2017
. Assisted in meeting daily production target
. Followed workplace safety procedures and operation guidelines
. Operated and monitored production machinery to ensure efficient manufacturing processes
. Performed routine equipment checks and reported faults or maintenance needs

ACADEMIC QUALIFICATIONS
. Higher National Diploma in Business Administration and Management (Second Class Lower) YABA COLLEGE OF TECHNOLOGY |2017-2019
. National Diploma in Business Administration and Management (Second Class Lower) Wolex Polytechnic

PROFESSIONAL CERTIFICATION

- Customer Service and Relationship Management
- Health, Safety and Environment
- Leadership and Team Management

HOBBIES AND INTERESTS

- Learning new skills
- Mentorship and personal development
- Entrepreneurship

REFERENCES

Available on request