

DUROJAYE RODIAT OPEYEMI

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OBJECTIVE

Dedicated and enthusiastic business administrator with the ability to streamline processes, operations management and team coordination with an expert in cohort 3.0 customer relationship management. Seeking to join a dynamic and multinational organization where talent is valued and intellectual growth is encouraged. Also to be a problem solver to businesses within and outside the business world.

SKILLS

- Computer Literacy (Microsoft word, Excel, PowerPoint)
- Excellent written and verbal communication
- Marketing strategy and customer persuasion
- Analytical and problem-solving Abilities
- Reserch and Teaching
- Leadership and Team collaboration
- Critical thinking and Emotional intelligence

EXPERIENCE

Nov 2025 - Nov 2025	Future Leaders academy Mubi Adamawa state Commerce Teacher (NYSC) - Taught commerce to a class of 35 senior secondary student(penultimate class). - Developed and implemented practical lessons on trade, entrepreneurship, and vocational skills. - Assessed students performance by grading, recording, and issuing termly result sheets. - Maintained Regular communication with student's, parents, and colleagues regarding academic progress, behavior, and welfare. - Ensured the safety and well-being of students in compliance with school policies, promptly reporting any concerns when necessary.
2022 - 2023	Microfinance Bank Ltd Cashier - Achieved daily financial targets, contributing to a 20% increase in profitability while minimizing losses and ensuring customer satisfaction. - Processed cash and electronic transaction with 100% accuracy. - Delivered excellent customer service and maintained accurate financial records. - Conducted daily cash reconciliation and balanced accounts efficiently. - Maintained vigilance to prevent fraud, theft, and other financial discrepancies.

Mar 2022 -
Nov 2022

Sokoto state Restaurant

Food Attendant

Delivered high-quality customer service to ensure guest satisfaction and repeat patronage.

Supported daily restaurant operations and assisted with staff scheduling.

Promoted team work to enhance overall customer experience.

Adhered strictly to health and safety regulations, including proper food handling procedures.

Processed cash and card payments accurately when required.

EDUCATION

Dec 2023

Business Administration

Usmanu danfodio university sokoto

Graduated with second class upper Division

ACHIEVEMENTS & AWARDS

Customer relationship management -side hustle internship (Certificate of completion)

Business development & Digital marketing solutions -GEDA (Certificate of completion)

Transforming Nigeria youth employment program by Mastercard (Certificate of completion)

National youth services corps NYSC (Certificate of completion)

Award of recognition at (PPA) Future Leaders Academy mubi for contributing and impacting to the growth of the school

LEADERSHIP EXPERIENCE

Treasure at faculty of management sciences (UDUS) -2022-2023

Vice president at National Association of Oyo state student (Local chapter) - 2023

Secretary NYSC Education community development service -Jan 2025-Nov2025

Sales and Marketing personnel at Entrepreneurship centre (UDUS)

REFERENCE

Available on request