

Dada oluwatoyin

Fiyinfolu Estate Ado Ekiti, Ekiti state

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PERSONAL SUMMARY

I am a keen, hard working, reliable and excellent time keeper. I am a bright and receptive person, able to communicate well with people at all levels. I am good at working using my own initiative and I am flexible in my approach to work duties. I have a good sense of humor and a pleasant approach.

Possessing a good team spirit, deadline orientated and having the ability to succeed in a demanding sales and always willing to learn new skills. I am friendly, helpful and polite, have a good sense of way willing to learn new skills.

Now looking forward to a making a significant contribution in an ambitious and exciting company that offers a genuine opportunity for progression.

PERSONAL SKILLS

- Excellent interpersonal skills
- Ability to work with or no supervision
- Excellent communication and problem-solving skills
- Ability to initiate and accomplish projects
- computer skills
- Effective selling and marketing skills
- Positive attitude, integrity and transparent honesty
- High level of tenacity
- Leadership and coaching skills

AREAS OF EXPERTISE

- Advisor
- Client conversion
- Extensive product knowledge
- Identifying sales opportunity
- Tele-sales
- Account management
- Monitoring and evaluation

BIO DATA

Place of Birth:

Ado Ekiti

State of origin:

Ekiti state

Gender:

FeMale

Marital Status:

Single

D.O. B

28th July

EDUCATION

2019– 2021

Kwara college of health technology offa

2017 – 2019

College of health science and technology Ijero, ekiti

2014 – 2017

Modupe akinlabi memorial international school, Ilasa ekiti

2010 – 2013

Christ Girls school ado Ekiti

2005 – 2010

Unad staff school ,ado Ekiti

CERTIFICATES OBTAINED

- National Youth Service Corp (NYSC)
- HND environmental health technology (Lower CREDIT)
- ND environmental health technology (CREDIT)
- West African examination council (WAEC)
- First school Leaving certificate (FSLC)

WORKING EXPERIENCE

January 2023– April 2023

bet-king shop

Position:

Manager/cashier

Responsibility:

- Supervising all the activities going on in the shop .
- organize paperwork and receipts after auditing balances.
- Ensure to Answer Customer Questions When customers enter the store.
- Ensure greeting's and welcoming the company

December 2022- January 2023

Kellogg's company .

Position:

Marketer

Responsibility:.

- Responsible for promoting the company and the product and services it sells.
- Typically organize and implement both inbound and outbound promotional campaigns that raise awareness of a brand
- Using marketing tactics to convince consumers to make a purchase from the company.

January 2022 -June 2022

Goldwem med care

Position :

Receptionist

Responsibility:

- . Handle reception and administrative duties
- . Answering of phone calls
- . Handle company inquiries

July 2018 – August 2018

Environmental health office igede Ekiti,Ekiti state

Position:

(Environmental health student [I.T STUDENT].

Responsibilities:

- Health education
- Inspection
- Promoting human health
- Proper disposal of waste
- Ensuring compliance with licensing laws, health and safety and other statutory regulations
- Monitoring and evaluation

July 2019-September 2019 Ministry of Environment,waste management,water cooperation Ado Ekiti,Ekiti state.

Position: **Environmental health student(I.T STUDENT)**

Responsibilities:

- Going out for inspection
- Health educating people
- Water management/water treatment
- Managing waste properly
- Awareness of the use of technology

HOBBIES

- Reading
- Computing
- Sports (volleyball)
- Singing
- Cooking

REFERENCES

Available on request