**OLAJIDE DOYINSOLA ELIZABETH**

Road 5,Alaafia Community, Olorunda, Akobo,Ibadan.

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**Profile:** A reliable and positive individual with the ability to function confidently and dynamically in certain settings. I possess expectional organisations skill, good time management, positive attitude towards work, willingness to grow and relationship building qualities. currently seeking a new role, sure to be a valued asset for prospective employer.

**EDUCATION**

* Osun State University

B.A History and International Studies 2014 - 2019

**CORE SKILLS**

* Great Customer Service.
* Human Relations and Negotiation Skills.
* Active Listening Skill.
* Growth mindset.
* Phone Etiquette.
* Team Work.
* Goal Oriented.
* Internet Savvy.
* Adaptability.
* Computer Literate.
* Renewable Energy.
* Communication skills.

**KNOWN LANGUAGES**

English, Pidgin English, Yoruba (Fluent)

**EMPLOYMENT EXPERIENCE**

* NYSC PPA, Abeokuta Golf Club,Ogun State; Store keeper, August 2019 – August 2020

**Responsibilities**

* Keeping Record of sales and restock store accordingly.
* Ensure that the store is kept clean and organized.
* Maintain receipts, records and withdrawal of the stockroom.
* Receive, unload and shelve supplies.
* Sales Representative At Olayinka Store, February 2018 - July 2019

**Responsibilities**

* Selling the store goods, product and service in order to increase profit.
* Keeping up to date on current market changes and trends.
* Helped to achieve successful implementation of marketing strategies.
* Resolving issues or complaints in a timely manner.
* Focusing sales efforts by studying existing and potential needs of clients.

Secretary at Fortunate Link Properties; January 2017 - November 2017.

**Responsiblity**

* Run and execute day to day activities of the business.
* Answer and respond to customer inquires and needs.
* Assist and support administrative staff in processing customer requests.
* Interact, plan and schedule meetings between tenants, owners, communities and project developers.

**HOBBIES**

* Traveling
* Reading
* Learning new things

**REFEREES**

Avalible on request.