

# ODUNTAN FATIMOH ABOLANLE

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Ajibose street, Gbekuba Apata , Ibadan, Oyo state, Nigeria.

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## PROFILE SUMMARY

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An Enthusiastic, dedicated, driven graduate with strong communication and problem solving skills. Self-motivated, reliable, and can work under minimum supervision. Good communication skills in academic environment gained from a background in teaching Anatomy and clinical skills.

Excellent Interpersonal skills, ability to contribute ideas that will influence growth and success. Strong computer skills including experience with Ms Office (Word, Power point, Excel).Bringing unparalleled skills in management, customer service, task prioritization. Motivated to directly and efficiently address operation concerns head-on, develop proactive solutions and implement corrections with efficiency.

## SKILLS

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- *Service Management Skills: Efficient service management to execute given tasks and achieve goals.*
- *Communication Skills: Proficient in English Language and communicates well in oral and written formats.*
- *Complex Problem-Solving Skills: Ability to identify complex problems, and implement solutions.*
- *Team Player & Leadership Skills: Ability to lead a team, resolve conflict, organize, and establish rapport.*
- *Technical Skills: Proficient in Microsoft Office Suite (Word, Excel and PowerPoint).*

## WORK EXPERIENCE

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### Assistant Lecturer (NYSC)

**Oyo State College of Health Science and Technology–Ibadan, Oyo State** **Oct. 2021 –Oct. 2022**

- Planned lessons, delivered Anatomy and clinical skills lectures based on curriculum.
- Developed easy and open rapport with students to encourage engagement and academic progress
- Supported positive image of institution by being responsive and promptly responding to requests and inquiries.
- Maintained Students attendance and grade report.
- Assisted in resolving academic issues promptly and project research.

### Virtual Customer Service and Sales Officer

**Feb.2020 – Dec. 2020**

#### The Ivory Scent – Online Store

- Created activities and engagement to enhance customers experience, knowledge and patronage
- Monitored metrics and developed actionable insights to improve sales efficiency and performance
- Used consultative technique to understand customer needs and make strategic referrals to available products
- Developed documentation and logs of implemented solutions and generated submitted reports

- Carried out opening and closing functions to meet operational needs underpinning strong customer service.

## **EDUCATION**

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- **B.Sc. Anatomy( 2nd class upper division)** **2016 – 2020**  
**Olabisi Onabanjo University, Ago Iwoye, Ogun State.**
- **West African Senior School Certificate, Nigeria** **2009 – 2015**  
**Patterson Memorial Baptist Grammar School, Abeokuta, Ogun state.**

Referees: Available on request