**Oni Modupe Oluwatoyin**



No. 45 Osukoti Layout, Oke ijebu, Akure Ondo State.

Cell: +2348066089380

E-mail: modupet29@gmail.com

**Professional Summary**

* As supervisor and business development officer with more than seven (7) years’ experience with effective planning and organisational abilities thereby making routine tasks as efficient as possible. My goal is to use my proven sales and cost cutting skills while maintaining excellent standards and achieving set organisational goals to effectively fill the business development role in your organisation.

**Personal Qualities**

* Excellent interpersonal, communication and motivational skills.
* Excellent English/Hausa Speaker with proficiency in the use of MS Office
* Highly resourceful with innovative problem solving skills and an excellent team player.
* Creative planning and organising skills
* Effective motivational skills in sales and business development activities.

**Work Experience**

**Sales/business Development Supervisor 2017 till Date**

**Alphatouch Global Services Limited Akure, Ondo State, Nigeria**

* *Managing Sales activities*
* *Keeping business development documents*
* *Writing periodic sales report*
* *Keeping sales records*
* *Preparation of market analysis for business growth*
* *Development of sales activities for other sales agents.*

**TM Diamondz Beads & Bridals Ent 2012 - 2017**

**Promoter/Client Manager (Self Employed) Akure, Ondo State, Nigeria**

**Finbank Plc 2011**

**Lagos, Nigeria**

\* *Preparing of the B.I (Daily Incremental Report)*

*\*Preparing of the weekly activity report*

*\*Record keeping*

*\*Preparing of the daily activity report*

**ATS TRAVEL NIG. LTD 2010 - 2011**

**Industrial Training (Ticketing Agent) Lagos State, Nigeria**

* *Booking of travel tickets*
* *Keeping records of client travel details*
* *Keeping financial records of tickets sales*
* *Prompt delivery of booked tickets*

**Waseet Newspaper 2008 – 2009**

**Sales Agent Lagos State, Nigeria**

**CCC Africa (Coalition for Climate change) 2007 – 2008**

**Call Agent Lagos State, Nigeria**

**Grace Computer School 2002**

**Computer Analyst Lagos State, Nigeria**

**Academic Qualifications**

**Standard Aviation Institute 2009**  Cabin crew (Air hostess & Ticketing) Lagos State, Nigeria

**National Diploma (Computer science) 2008**

*The Federal Polytechnic, Ado Ekiti* *Ekiti State, Nigeria*

**Senior Secondary School Leaving Certificate 2001**

*Ecwa secondary school Kano* *Kano State, Nigeria*

**Computer Skills**

Microsoft Word, Excel and PowerPoint

**Personal Details**

Sex: Female

Date of Birth: 26th Oct. 1987

Country of Birth: Nigeria

Marital Status: Married

Religion: Christianity

Skype Details: Modupe Oni

**References**

Available on request