

ADEOLU KEHINDE OLUWATOYIN



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Languages

ENGLISH
YORUBA

Education

- Adekunle Ajasin University
Akungba Akoko, Ondo State.

B.Sc. Plant Science/ Biotechnology,

2018.
- Success Secondary School
Okitipupa, Ondo State.

West Africa Senior School Certificate,

2013.

Objective

I am focused to an outstanding career in environment where my academic potential, analytical skill, creative idea and team work spirit will be maximized to provide leading edge services that would add value to my organization corporate goal with undiluted passion for excellence.

Skill highlights

- Microsoft office proficiency (word, excel, powerpoint)
- Communication and writing skills.
- Communication and Customer Relationship skills used in sustaining and retaining clients.
- Strong commitment to learning and self-development.
- Always conveying a genuine desire to help and support customers.
- Service - focused
- Ability to multi-task.
- Identifying opportunities for improvement of customer services.
- Biotechnological scientist with research and analytical skill.
- Identifying opportunities for improvement of customer services.
- Ability to multi-task.

Experience

February 2021 - Present

SHOPFILS INTERNATIONAL FZE, DUBAI.

Position: WAREHOUSE AND ADMIN CONSULTANT ON RETAINERSHIP BASIS

Job Responsibilities:

- Responsible for safekeeping and return in good conditions.
- Providing necessary informations needed by customers.
- Answering incoming phone calls, taking messages and redirecting calls if required.
- Sort out products and prepare orders.
- Data entry on products and compiling reports.
- Responsible for resolving customer issues.

August 2018 - July 2019

MINISTRY OF EDUCATION, RIVERS STATE.

Position: ADMINISTRATIVE ASSISTANT (NYSC)

Job responsibilities:

- Kept current records of staffs members' whereabouts and availability.
- Screened incoming calls for management and executive administrative staff.
- Responsible for making all corporate travel arrangements either through online resources or through a corporate travel agency.
- Maintained company visitor schedule and processed all visitors according to company security policies.
- Answered telephone calls in a timely and professional manner, utilizing excellent telephone etiquette.

June 2016 - December 2016

INDUSTRIAL WORK EXPERIENCE SCHEME

**INSTITUTE OF AGRICULTURAL RESEARCH AND TRAINING
IBADAN, NIGERIA.**