

**PERSONAL DETAILS****NAME: HABEEBA AMUWO ODOFIN****DATE OF BIRTH: 10.06.1996****GENDER: FEMALE****NATIONALITY: NIGERIAN****MARITAL STATUS: SINGLE****EMAIL: habeeba9965@gmail.com****CELLPHONE: +971581985701****OBJECTIVES**

To succeed in an environment of growth and excellence in administrative position with focus on Client Relations / Customer Service in a friendly and professional manner that would exceed customer expectation as well as reaching the management and department goals.

Core Competencies

- ☐ Good communication skills
- ☐ Customer service orientation
- ☐ Organization and planning skills
- ☐ Very good computer skills
- ☐ Problem-solving
- ☐ Accuracy and attention to detail
- ☐ Persuasive skills
- ☐ Team working spirit
- ☐ Stress tolerance
- ☐ Hardworking

Working Experience

1. Chicken Republic Restaurant, Lagos, Nigeria. (Feb 2012 – Aug 2013)

Waitress

- ☐ Greeting customers and escort them to their tables.
- ☐ Presented menus and answered questions about the cuisine.
- ☐ Making Recommendations upon request.
- ☐ Recommended wines and other drinks to customers.
- ☐ Wrote customers orders and conveyed to the kitchen staff.
- ☐ Took orders from customers and served food, drinks and deserts.
- ☐ Served special dishes to customers at tables as required.
- ☐ Checked to ensure that customers are enjoying their meals – took actions to correct any issues as needed.
- ☐ Prepared bill, receipts and collect payment from customers.
- ☐ Cleaned tables and other areas as needed, after clients departed.

2. Bridal Bee International, Ogun, State, Nigeria. (Oct 2013 – Aug 2014)

Sales Executive

- ☐ Identifies business opportunities by identifying prospect clients and evaluating their position in the industry, researching and analyzing sales options.
- ☐ Sells products by establishing contact and developing relationships with prospect clients and recommending solutions.
- ☐ Maintains relationships with clients by providing support, information, guidance, researching, recommending new opportunities, recommending profit and service improvements.
- ☐ Identifies product improvements or new products by remaining current on industry trends, market activities and competitors.
- ☐ Prepares reports by collecting, analyzing and summarizing information.
- ☐ Maintains quality service by establishing and enforcing organization standards.
- ☐ Advised senior management on best routes and strategies to implementing order to achieve business development.
- ☐ Motivated and organized relevant market data which was shared by sales staff.
- ☐ Ensured internal communication was efficient throughout company sales, marketing and customer support.
- ☐ Contributes to team effort by accomplishing related results as needed.

EDUCATION

2014 - 2017: RQC International Institute Of Skills Malaysia (diploma)

2007 - 2012: Secondary School Education

God Blessing Secondary School Ipaja Ayobo,
Lagos, State, Nigeria.

2003 - 2007: Primary School Education

Onitolo Primary School Surulere, Lagos, State Nigeria

ABILITY AND SKILLS

Skills in computer: Able to apply Microsoft Office, Microsoft PowerPoint,
Microsoft Excel, Microsoft Publisher, Adobe