**OLANREWAJU**

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**EDUCATION**



London Metropolitan University | DipHE in Law - London, United Kingdom **April 2016**

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**CAREER SUMMARY**



I played a major role at successfully raising huge funds for United Nations Children Fund (UNICEF). I hold extensive experience and skills such as both oral and written communication, troubleshooting, computer, interpersonal, organisational, team playing and time management skills as well as ability to work under pressure in a very busy environment. With proven track records, understanding the pressures of achieving targets on time coupled with my wealth of experience has made me excelled and succeeded in my previous roles.



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**Lagos, Nigeria. Sales Executive( Marketing)**

**February 2017- August 2018**

* Listening to customer requirements and present appropriately to make sales
* Respond to incoming calls and email enquiries.
* Negotiate on price, cost, delivery and specifications with buyers and managers
* Negotiate the terms of an agreement and close sales.
* Gather market and customer information
* Make accurate, rapid cost calculations and providing customers with quotations.
* Cold call to arrange meetings with potential customers for a prospective new business.

**Queens Kitchen & Catering Services - Lagos, Nigeria**

**Event Manager** **June 2016 – January 2017**

* Ensure that all necessary equipment is moved to party venue.
* Supervise setting up of serving point
* Supervision of servers.
* Ensuring that all food menu get to venue on time
* Preparation and submission of report to the managing director on every outing.

**Crown Court - Chelmsford, United Kingdom Judicial work shadowing**

**September 2015**

* Assist in preparation of paperwork for judges presiding over a case

**Salvation Army - London, United Kingdom**

**Administrative Officer** **January 2013 – August 2015**

* Attend to internal and external correspondence
* Distribute correspondence to various relevant department for action
* Directly attend to certain inquiries such as giving information on the activities of the organisation

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**SKILLS**



**Computer skill:** Good knowledge of Microsoft Office Suites, software and hardware applications, windowsexplorer.

**Communication skill:** Excellent verbal and written communication with individuals at all levels.

**Interpersonal skill:** Very confident at relating with individuals from different backgrounds and an excellentcustomer service approach.

**Analytical skill:** Strong at analysing both theoretical and practical issues in a logical way and proffer solutions.

**Troubleshooting skill:** I possess a very strong ability to identify both simple and complex problems and notrelenting until the problem is solved satisfactorily.

**Team player**: excellent working in teams and liaising with team-mate and colleagues when and if required.

**Time-management skill**: Excellent at performing tasks effectively and efficiently within specified time frame andgetting results needed even during heavy workload.