# passport oprsuntitledAROGUNDADE

# [AROGUNDADE.338190@2freemail.com](mailto:AROGUNDADE.338190@2freemail.com)

**OBJECTIVE**

My broad career objective is to join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned.

The specific objectives are as follows:

* Firstly, To build a long-term career .
* Furthermore, To use my skills in the best possible way for achieving the company’s goals.
* To enhance my professional skills in a dynamic and stable workplace.
* To solve problems in an effective/creative manner in a challenging position.
* In short, I am seeking a responsible job with an opportunity for professional challenges.

**EDUCATION**

Eleta High School, Oju odo Academy Ibadan (WAEC O' Levels)

Oyo State, Nigeria 2002 - 2008

Emmanuel Alayande college of Education 2008 – 2011

Oyo, Oyo State, Nigeria

Infonet Institute(Leadership & Customer Sales Rep)

UAE, Dubai, Karama centre 2016

**WORK EXPERIENCE**

**\*HBT TRADING LLC, DUBAI, UAE  
POSITION**: Assistant Administrator (2015 - PRESENT)

**Main Responsibilities**

Responsible for delivering a friendly service, smiling, greeting and making eye contact with every customer that comes to the store. Playing an active role in providing a positive customer experience and driving sales.

**Main Achievement**

- Acquired hands on knowledge on stock management and inventory

- Demonstrating good product knowledge to customers on key promotions and offers.

**Reasons for Leaving**

Company close down to relocate to another country

**\*KAYFI AGRO CHEMICAL STORE, NIGERIA**

**POSITION**: Customer Care Representative (2014 - 2015)

**Main Responsibilities**

- Pitching to potential clients over the phone, face to face and via email

- Seeking out new business and establishing new business relationships

- Accountability for client proposals, contracts and further documentation.  
- Responding to tenders in a timely manner

**Main Achievement**

- Acquired hands on knowledge of cold calling and negotiation skills

- Acquired hands on knowledge of customer care

**Reasons for Leaving**

Migrated to UAE.

**\*KING & QUEEN BABY STORE, NIGERIA.**

**POSITION:** Customer Care Attendant (2012 - 2014)

A mega store for baby and mother care products.

**Main Achievement**

- Consistent top performer

- Winning Sales Person of the month 5 times

-Achieved highest billings over the year.

**Reasons for Leaving**

Got a more challenging Offer

**PERTINENT SKILLS**

- Confident and authoritative speaker  
- High level of confidence in your own abilities  
- Self-motivated  
- Ambitious, resilience and persistence

- Proficient skills in Technical Report Writing.

- Proficient Skills in Organization of data (Document Representation & Document Description)  
- Quick Learner

- Relevant computer skills including ability to make use of Microsoft Office packages i.e. MS Office, Excel and PowerPoint.

In all, I am a good listener with solid work ethic and a burning desire to excel. I meet deadlines and enjoy a fast-paced environment. I work effectively under adverse and sometimes stressful conditions.

**PERSONAL DETAILS**

**Date of Birth:** 21st September, 1987  
**Nationality**: Nigerian

**Visa Status:** Employment Visa

**DECLARATION**

I certify that the above given information are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.