**JANEHIN OLUWASEUN SARAH**

**Chemist Bus-stop Yaba , Lagos State,Nigeria. Saraholuwaseun6@gmail.com**

**09063334385,09115900289**

# PROFESSIONAL SUMMARY

A resilient and highly resourceful individual with demonstrated ability to perform excellently at administrative and management duties, currently seeking to gain befitting employment into a challenging yet progressive organization, to be able to apply my skills and competencies towards organizational growth and development.

# SKILLS AND STRENGTHS

* Excellent teamwork skills
* Problem solving skills
* Effective communication skills
* Excellent management and interpersonal skill
* Highly innovative
* Ability to work with little or no supervision

# WORK EXPERIENCE

**ORANGE GROUP 2023**

**Brand Ambassador**

* Advertising and sampling of products
* Receiving and recording information from respondent
* Providing daily reports to the management
* Calling respondent to ensure feedback

**JIJI NIGERIA 2021**

**Sales Manager**

* Registering new subscribers
* Providing feedbacks to the company
* Listinig to customers
* Taking ci

**ONE LOVE FOODS 2020**

**Customer Service Representative**

* Handling of social media pages and attending to online deliveries
* Upselling products conveniently to customers
* Listening to feedbacks and ensuring proper follow up on customer’s complaint
* Daily handling of phone calls and messages in a calm and professional manner

**AKINPHUMMY COUTURE 2018**

**Office Assistant**

* Processing, typing, editing and formatting reports and documents
* Filing documents, as well as entering data and maintaining databases
* Reporting to management and performing secretarial duties
* Assisted in planning and executing training sessions
* Maintained an orderliness and perfect working environment for the development of the company • Scheduled meetings, correspondences, and taking notes

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| **VOLUNTEER EXPERIENCE** | |  |
| **Members of Lagos State Volunteer Corps**  (Medical Assistant) | | **2021** |
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|  | **EDUCATION** |  |
| **University Of Lagos, Akoka**  B.A (Ed) Guidiance And Counselling |  |  |
|  | **CERTIFICATION** |  |
| **Allison**  **Customer Service Representative**  Certificate of completion  **Allison**  **Event Management And Customer Service**  Certificate of completion | e | **2022** |
|  | **COMPETENCIES** |  |
| **Basic Computer Applications**  MICROSOFT OFFICE,CANVA,HTML,CSS |  |  |
| **INTERESTS AND HOBBIES** | |  |

* Research
* Traveling
* Learning New Things
* Meeting New People

**\*References will be made available upon request**