**OLAMUYIWA STEPHEN OLOLADE**

No1, Olaifa lean off burahimoalli street, bariga, Lagos State

**Tel:**08168127491 **| Mail:** olamuyiwaololade@gmail.com

**OBJECTIVE:**

A committed, well-motivated, disciplined, hardworking and, God-fearing individual with experience in teaching, good communication and interpersonal skills, as well as administrative and managerial skills who is looking forward to work with the government or private parasitical to achieve its set goals and objectives.

**SCHOOL ATTENDED WITH THE DATE**

Ogun State Institute of Technology, Igbese. (HND, Accounting) 2016 - 2018

Moshood Abiola Polytechnic, Abeokuta. (ND, Accounting) 2012 – 2014

**ACADEMIC QUAFICATION WITH DATES**

Cisco Networking Certificate 2017

Certified Customer Service and Relationship Management 2019

National Youth Service Corps (NYSC) Discharge Certificate 2019
Certified Project and Safety Management 2020

**WORK EXPERIENCE**

**Customer Fulfillment centre (CFC)United Bank for African (UBA)** 2022

Customer service representatives

**Responsibility**

* Providing Solutions to customers complain
* Educating customers on new and old products

 **Opay** 2021 - 2022

Customer service representatives

**Responsibility**

* 1 help customers with complaints and questions
* 2give customers information about products and services, take orders, and process returns.
* 3 helping customers understand the product and answering

questions about their reservations

* 4 Collecting and analyzing customer feedback

**United Bank For Africa (UBA)**  2021

• Consumer Loan officer

• Direct Sales Executive (DSE) and Account Officer

**Responsibilities:**

• Effective Communication with the Customer

• Effective Calls and Follow-up with the Customers on how to collect

 and refund the loan collected

**Opay**  2020

Team leader for collection officers

**Responsibilities:**

• Effective Communication with the Merchant• Effective Calls and

Follow-up with the Merchant on how to repay overdue loan

**Government Day Senior Secondary School, Yari-Bori**

kafur Local government, Katsina State (NYSC) 2019

**Key Responsibilities and Achievements:**

• Maintained interpersonal relationship with students and school management.

• Developed schemes of work and lesson plans.

• Organized extra-classes and encourage low and average performing students.

• Developed practical ways of teaching students, for proper understanding.

**Presiding Officer (PO) General Election**  2019

**Key Responsibilities and Achievements:**

• Checking of Permanent Voters Card and

Confirming the card in the Manual Voters Register.

• Help in sorting and counting in the polling unit.

**Mr Biggs (Fast Food & Restaurant)**  2015 - 2016

Lobby and Backer

**Ministry of Chieftaincy and Local Government Affairs,**

Abeokuta, Ogun State 2014 - 2015

**Key Responsibilities and Achievements:**

• Arranging of files and keeping records of transaction booking accordance.

**COMPETENCIES AND SKILLS**

Good working ethics

Interpersonal and administrative skills

Customer service skills

Ability to plan and prioritize work on minimal supervision

Good communication skillsConfidence and Accountability

**ADDITIONAL SKILLS**

Lecturing

Computer Hardware & Software Maintenance

Networking

Marketing

**MEMBERSHIP OF PROFESSIONAL BODY**

**Cisco Networking Certificate**

2017

**HOBBIES**

Reading

Making research

Surfing the internet

**REFERENCE**

**Mr. Felix Olamuyiwa** **Mr.BolaFaturoti**

Civil Servant Civil Servant

**Tel:** *08034370972* **Tel:** *08063666851*