

ADETORO, TOIBAT MOJIRADE

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PROFILE

SUMMARY

- A Hard worker seeking employment. Ready to utilize my skills and passion.
- Energetic, free spirit, an expert in relationship building, love learning and acquiring more knowledge, Strong communication skills, strives for greatness in any work place and also a team player.
- Can adapt to any situation and quick to learn.

WORK EXPERIENCE

Industrial Training Fund (NYSC)

February 2023-December 2023

Assistant Admin, HR officer

- Organized and provided documents, reports and information to the department in a useful and well-organized manner.
- Served as liaison between senior management, clients and colleagues to streamline flow of information.
- Prepared documents for meetings.
- Proper monitoring of both staff and visitors attendance.
- Prepared memos.
- Organized the company records.

Receptionist

- Addressed and welcomed clients and visitors.
- Directed clients and visitors to the appropriate person and office.
- Took messages and ensured messages were passed to the appropriate staff members.
- Notified staffs when visitors arrive.
- Took attendance of both staffs and visitors.

Open Limits Limited

March 2021- January 2023

Customer Relations Officer

- Successfully balanced the needs of customers.
- Defused customer situations.
- Ensured the company and the customers' relationship were secured.
- Acquired new customers and maintained the existing customers' relationship.
- Ensured that customers had great shopping experience.
- Maintained relationships with clients by providing support, information, guidance, researched and recommended new opportunities.
- Carried out analysis of sales report and client survey to identify and set monthly sales objectives.
- Sale of products by establishing contact and developing relationship with prospects.

Island Photography

October 2019- March 2021

Photographer

- Took pictures, processed images and ensured they met the desired results.
- Utilized editing techniques, maintained and operated photography equipment's.
- Took pictures according to client's specifications.
- Created a welcoming atmosphere for people, special needs clients, increasing customer satisfaction.
- Collaborated with clients to solicit photograph feedback on selecting and retouching images.

EDUCATION

- **University of Ilorin, Ilorin, Kwara State** **2017-2022**
Bachelor of Arts in English
Second Class, Lower Divisions (Honours)
- **Grait International College, Ota, Ogun State , Nigeria** **2013-2016**
West African Senior School Certificate (WAEC)
National Examination Council (NECO)
- **The Ambassadors Nursery and Primary School, Ota, Ogun State, Nigeria** **2007- 2010**
First School Leaving Certificate

CERTIFICATIONS

- **NYSC certificate**
- **Graphic design certificate**
- **TAFTA (Terra Academy for the Arts)**
Script writing

SKILLS

- Ability to balance priorities and coordinate work effectively.
- Leadership skills.
- Critical analytical skills.
- Creative.
- Innovative.
- Client care skills.
- Good computer skills
- Strategic thinking and planning.
- Microsoft office.
- Organized.
- Multitasking.
- Written and verbal communication Skills.
- Complaint resolution.

PERSONAL DETAILS

- Date of birth: 22nd February, 2000
- Sex : Female
- State of origin: Kwara State

REFEREES

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