

CONTACT

Ilesanmi Pelumi Tobiloba

📍 Command ipaja Lagos state

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OBJECTIVE

Focused on collaborating with other staffs, applying exceptional communication skills. Strong conversationalists with the ability to engage customers one-on-one and de-escalate conflict. Committed to building a customer base by providing a positive service experience

EXPERIENCE

2023 - 2023

- **Order processing officer**

Damos wellness empire

- Maintain a reputable relationship with my co workers
- Process orders on DHL and any other Courier platform without any supervision

2019 - 2022

- **Office assistant / Front Desk officer**

Datol Express Courier

- Supplied the management with reports on customers needs ,interest and problems .
- Provided excellent services and ensures customers satisfaction
- Maintained profitable and productive relationships with other staff members and customers

Sept 2019 - Nov
2019

- **Intern (Online news editor)**

The Nation Newspaper

- Handled the online news platform without any supervision
- Preparing weekly and monthly reports
- Established a trusted and reliable relationship amidst my superiors and my fellow staffs
- And I also had the opportunity to work in the Advertising department which gave me more experience in my line of work

August 2016 -
January 2018

- **Machine Operator/Manager**

Dapetol Pure Water

- Assisted engineers in fixing industrial machines till I was able to handle it properly
- Maintained a good relationship with other staffs
- Also assisted in training of new staffs

EDUCATION

2005-2010

- **Sweethope nursery and primary school**

2010-2016

- **Eunice Alabi College**

2017-2019 (in
view)

- **Olabisi onobanjo university**

Mass communication/ Diploma

2023

- **National Open University(NOUN)**

Political science (Bsc)

CERTIFICATIONS

- Digital ad Certificate: Digital marketing
Aleph holding
https://learn.digitaladexpert.com/certificate/?course_id=430875&user_id=650423

SKILLS

- Active Collaboration
- Proactive & coaching style leadership skills
- Excellent orator with great presentation skills
- Expert attention to detail
- Multi tasking and Time management
- Problem-solving and analytical thinking

HOBBIES

- Writing
- Singing
- Playing scrabble

REFERENCE

- **Mr Peter Oladosu - Dapetol Pure water**
CEO
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- **Mr Peter Oladosu - Datol Express Courier**
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