


Ademola Adelodun

 Meerkoetweide 25, 3993 EB Houten, Houten, 3993 EB (NL)

 adegokeademola98@gmail.com

 06 85 02 32 67



Professional Summary

Friendly ,professional ,ready to gain new experience ,committed to providing high-quality service and developing customer relationships. A strong leader who works well under pressure together with other colleagues.



Employment History

Customer service, Mindy support. Kiev, Ukraine

Sep. 2021 - Feb. 2022

- Keeps records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Check to ensure that appropriate changes were made to resolve customers' problems.
- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.

Office assistant, Babcock University . Ikeja , Lagos

Feb. 2014 - Jun. 2014

- Coordinate conferences, meetings, or special events, such as luncheons or graduation ceremonies.
- Manage projects or contribute to committee or team work.
- Create, maintain, and enter information into databases.
- Locate and attach appropriate files to incoming correspondence requiring replies.

Call center, Babcock University . Ikeja , Lagos

Oct. 2013 - Jan. 2014



Skills

Project Management



Communication



Adaptability



Computer Technology



- Offer special assistance to people such as those who are unable to dial or who are in emergency situations.
- Perform clerical duties such as typing, proofreading, and sorting mail.
- Calculate and quote charges for services such as long-distance connections.
- Provide assistance for customers with special billing requests.

Receptionist, Babcock University . Ikeja, Lagos

Jun. 2012 - Sep. 2013

- Telephone and front desk reception
- Database and records management
- Customer service
- Executive and administrative support
- Calendar management
- Office and supply maintenance



Education

Sumy State University, Sumy, Ukraine

Bachelor of Science, Medicine, Present

Babcock University , Ikeja , Lagos

High School Diploma, Sep. 2013