

Adepoju Ibukun Eunice

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phone no: +971588641806



I am a dynamic, resourceful and hard-working professional with excellent interpersonal skills and the ability to communicate concisely at all levels. A self-starter having lots to offer in terms of enthusiasm with the ability to bring high-standards to the workplace. I enjoy being part of a successful and productive team, proven through my work experience and involvement with organizations. I am seeking to obtain a challenging position within a dynamic organization to utilize my experience and skills to deliver excellent results.

Skills Summary

♣ Highly proactive, self-driven, result oriented and function well under pressure	A dedicated team player with excellent communication and interpersonal skills	Presentable with advanced customer service skills Keen to progress & develop Multitask oriented
♣ Excellent organizational skills		

Career Progression

Shemeena Trading Dibba Fujairah, UAE.
Sales/ Cashier/ Customer Service.

Apr. 2018 – Apr. 2020

Key Responsibilities:

- Prepared statutory accounts, calculating and checking to make sure payments amount deductions and records are correct
- Prepared asset, liability, and capital account entries by compiling and analyzing account information
- Provided administrative support to the accountant, undertaking clerical task such as typing, filing, making phone calls, handling mails and basic book keeping.
- Studied new product descriptions and attended product training seminars continuously
- Organized work-flow, maintained personnel schedules and calendars
- Provided training to new staff as per company policies and procedures
- Managed and resolved customer complaints

Shoprite Supermarket Lagos State.
Sales Representative/ Cashier.

Mar. 2014–Jan. 2018

Key Responsibilities:

- Provided friendly advice to a diverse client.
- Helped customers and merchants identify services/ products that suited their needs.
- Educated customers on how to fill out forms and how to use some of the product

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Education & Credentials

- Bachelor of Art (B.A) in History and International Studies from Ekiti State University, Ado Ekiti, Ekiti State Nigeria. 2013 **UAE ATTESTED CERTIFICATE**
- Iwaloye Comprehensive College, Ajumobi Igangan High School Certificate 2011.

Computer Skills:

Microsoft office : Word, Excel, PowerPoint and Outlook

Personal Information

Marital Status	: Single
Language Fluency	: English and Arabic
Visa Status	: Own Resident visa with NOC.
Notice Period	: Available Immediate
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