

My Resume

NAME: Temitope Joy Tiboyin
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VISA STATUS: Residence
POSITION APPLIED FOR: Warehouse Assistant



OBJECTIVES

- To make positive contribution to the success of an organization that recognizes • Individual contribution, integrity and hard work.
- A conscientious worker with the ability to multi task in a fast paced environment • A dependable employee able to work in a team or independently • To deliver under any working condition.
- To make the organization better than I met it.

PERSONAL PROFILE

Date of Birth: 11/06/1980
Nationality: Nigerian
Gender: Female
Marital status: Married
Passport no: A10729465
Issue date: 22/07/2019
Expiry date: 21/07/2024
Languages: English

QUALIFICATIONS / WORK EXPERIENCE

- Warehouse and Storage Apprentice
- Bachelor of Science Accountancy (Bsc) -Olabisi Onabanjo University.
- West African Senior School Certificate Examination. (SSCE) -Abeokuta Grammar School

- Jomel Super Store– Ogun State, Nigeria
WAREHOUSE ASSISTANT Oct 2009 – Oct 2020

Accepting, moving, checking and storing incoming goods on a daily basis Loading and unloading vans, lorries and other transport vehicles
Printing of delivery barcodes, delivery notes and customer address labels
Packaging and labelling products before they are sent out
Selecting the space for storage and arranging for goods to be stored in their appropriate places
Rewriting labels and reorganising stock on a regular basis
Communicating orders to the rest of the team
Keeping the working environment clean and safe for everyone to work in
Liaising by radio to customer desk
Regularly checking equipment to ensure that they are in working order

Working night shifts to help cope with demand (if and when required)
Keeping an eye on stock rotation
Dealing with customer enquiries regarding damaged or missing goods.

- Glendorabooks – Ikoyi Lagos
SALES REPRESENTATIVE/ SUPERVISOR July 2007 – Sept 2009

Responsible for contributing to the overall performance of the store by driving sales at every opportunity whilst at the same time making sure every customer receives exceptional levels of service and enjoys their visit to the store which foster repeat business.

Working as part of a team and responsible for work assignments/rotations, staff training, staff vacations, staff breaks, overtime assignment and arranging back-up for absent employees.

RESPONSIBILITIES

- Identify interested customers, explain products and services and initiate conversation
- Work on development and implementation of new promotional planning system
- Answer customers questions about products, availability or credit terms
- Emphasis product features based on analyses of customers needs and on technical knowledge of product capabilities and limitations
- Customers service
- Work well with others
- Training and promoting the business and products
- Answer question about products features and benefits
- Explain products and services and promoting products knowledge.

AREAS OF INTEREST

- Customers service
- Promoting
- Sales and support
- Order management

HOBBIES

- Reading
- Watching research & documentaries
- Cooking
- Traveling
- Networking

DECLARATION

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you, I assure you that I will execute my duties to the total satisfaction of my superiors.