



Maruf Oluwasegun Rilwan

10a Street, Aisha Building,
Opposite Brazil Building, Al
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(United Arab Emirates)
Date of birth 08/12/1987

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Visa Status: Freelance Visa

HIGHLIGHTS

- An excellent work ethic, reliable and punctual professional with more than 5 years experiences in Logistics, Retail, ICT and Hospitality industries
- Areas of expertise include Data entry, Project Management, inventory, cash management and Databases design, Website and Software development.
- High achieving Sales associate offering an extensive background in customer services
- Maintained quality control of inventory, Data analysis and project Management
- Exceptional customer service professional, self-directed and self-motivated team player

WORK EXPERIENCE

Waiter **January 2022 - Till date**
(Sushi Samba) - Dubai, U.A.E

- Greeting and welcoming customers as soon they enter to coffee shop.
- Taking orders and creating quality coffee Beverages for customers.
- Maintaining a clean and tidy coffee store.
- Promoting the culture, value, and missions of our coffee shop.
- Maintaining the store and anticipating the customer's needs.
- Cleaning and restocking work and dining areas, emptying trash, and sanitizing equipment and utensils.

ICQA **May 2021 — January 2022**
(Amazon) - Dubai, U.A.E

- Data Entry
- Take inventory or examine merchandise to identify items to be reordered or replenished.
- Handle damaged products, ensuring customer only get quality product.
- Problem solving (correcting issues with inventory locations, moving damaged items systemically to damage bins)
- Training new hires in the processes of taking inventory via simple bin counting, cycle counting, and SRC counts.

Administrator /Sales Executive **Mar 2020 — Apr 2021**
(Tawseelah Delivery Services) - Dubai, U.A.E

- Conducted market research to identify selling possibilities to evaluate customer needs
- Actively seek out new sales opportunities through cold calling, networking and social

- media
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepared and delivered appropriate presentations on products and services
- Created frequent reviews and reports with sales and financial data
- Ensured the availability of stock for sales and demonstrations
- Participated on behalf of the company in exhibitions or conferences
- Negotiated close deals and handle complaints or objections

Administrator Assistant **Nov 2016 – Nov 2017**

(Hospitals Management Board), Delta State, Nigeria

- Data Entry
- Data Collection
- Database Development

Software and Database Developer **Sep 2010 — Nov 2012**

(Da-Limse Global Investment Nigeria Limited) Kaduna, Nigeria

- Software and Website Development.
- Designed and maintained Databases
- Marketed Building technical solutions.
- Budgetary and quality requirements.
- Technical sales presentations
- Customer training

**VOLUNTEERING
EXPERIENCE**

DataDotOrg

Application Reviewer

The Department of Islamic Affair Sharjah

Coordinated and organized the movement of worshippers and apply all the precautionary measures and physical distancing.

Day for Dubai

Coordinated and organized the movement of people and apply all the precautionary measures and physical distancing for Covid 19 vaccination at Watani Al Emarat Foundation

EDUCATION

Advance Diploma in Software Development **Sep 2009 — Nov 2012**

National Institute of Information Technology India - (Kaduna Study center)

Senior Secondary School certificate (SSCE) **Jan 2001 — June 2007**

Gray's International College, Kaduna, Nigeria

CERTIFICATIONS AND LICENSES

- Fundamentals of Digital Marketing Fundamentals of Digital Marketing Issued by Google - Oct 2020
- Certificate in Entrepreneurship Certificate in Entrepreneurship African Management Institute- Sep 2016

SKILLS

- Customer Service Experience
- Quality Control Experience
- Scanner Experience
- Packing Experience
- Data Entry and Data Analysis
- Database and programming experience

REFERENCES

References available upon request.