

KIKELOMO ZEENO RUFUS

Date of birth: 24/12/1999 | Nationality: Nigerian (Nigeria) | Phone number: (+234) 906491504 (Mobile)

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About me:

Ability to work under pressure and efficiently multitask. I am also a performance driven professional who excels in time management. I am a self-motivator who is interested in personal and organizational growth.

WORK EXPERIENCE

28/01/2018 – Lagos, Nigeria

CUSTOMER SERVICE REPRESENTATIVE FMC, NIGERIA

- Worked on a wide range of Customer needs by offering exemplary customer service to new and existing clients.
- Kept adequate records received by organization.
- Updated account check-in and check-out using the Management website on the computer.
- Labelling and pasting of passbooks to contributors. - Customer care: respond to incoming calls, emails and walk in customer
- Liaised with vendors, contractors and professional service personnel (PSP) to properly process orders in alignment with needs and specification of the management and clients.

EDUCATION AND TRAINING

04/09/2023 Lagos, Nigeria

WEB DEVELOPMENT Urvan Concept (Information Communication Technology)

Address 350107, Power Line Ore, Ondo, Nigeria Phone No [08060889012](tel:08060889012)

2017 – Nigeria

SECONDARY SCHOOL CERTIFICATE Oluwaseyi C. High School

Address 15/17 Kuffo Street, Megida IBTC Ayobo, Nigeria | Email jotlandschool@gmail.com

15/07/2008 – Nigeria

PRIMARY SCHOOL CERTIFICATE Jotland Internatinal School

LANGUAGE SKILLS

Mother tongue(s): **Yoruba**

Other language(s): **English**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

- Microsoft Word | Microsoft Office
- Front End Developing with expertise HTML, CSS and Java Script
- Sketches and design: Creating wireframe and user interface on Figma
- Creativity and functionality to bring any website to life

ADDITIONAL INFORMATION

CONFERENCES AND SEMINARS

05/11/2018

Citizenship and leadership training centre

30/10/2022

Web basic and Java Script Seminar. Lagos, Nigeria

RECOMMENDATIONS

Mr. Olawale Supervisor

Kikelomo has worked under my supervision for a year and she is able to handle all task assigned to her diligently, we have also worked together on several projects, I found her highly skilled and dedicated professional.

Email olawalerae@gmail.com | Phone (+234) 8123085176

Triptrove Manager

I have known her for several years and I can attest to her dedication, goal orientation and hard work. I strongly recommend her.

reservedbytriptrove@gmail.com | Phone (+234) 7031863064

HOBBIES AND INTERESTS

Extra-curricular Engagements

1. Cooking
2. Travelling (I have visited 10 states in Nigeria and 3 countries)

COMMUNICATION AND INTERPERSONAL SKILLS

Organization Skills

1. Customer care
2. Adaptability
3. Strategic decision-making
4. Team Work

5. Emotional Intelligence
6. Interpersonal Communication Management
7. Complex problem-solving skills

