ABDULHAKEEM MUSTOPHA ADEKUNLE

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PROFESSIONAL PROFILE

A dedicated, empathetic, and customer-focused professional with solid experience in customer service, client support, and front-desk operations. Skilled in active listening, conflict resolution, clear communication, and managing customer inquiries efficiently across multiple channels. Proven ability to handle high-volume interactions, maintain detailed records, and maintain strong client relationships while supporting organizational growth.

CORE SKILLS

- Customer service and client relations
- Front-desk and administrative support
- Microsoft Word, Excel and PowerPoint
- Problem-solving and time management
- Sales, marketing and customer follow-up
- Communication and interpersonal skills
- Stock management and record keeping
- Leadership, teamwork and multitasking

WORK EXPERIENCE

Customer Service Representative **2022 – 2024**
Fortune Global Shipping & Logistics Limited, Lagos State

Marketer / Sales Representative **2025 – 2026**
HC International Logistics, Lagos State

Receptionist / Accountant **2024 – 2025**
Hibroch Hotel and Suites, Ilorin, Kwara State

Editor **2018 – 2020**
Rashbeeb Computer Institute, Iwo, Osun State

Personal Assistant **2018 – 2019**
Prince Block Industries, Ogijo, Ogun State

Sales Representative / Stock Manager **2017 – 2018**
Prince Block Industries, Ogijo, Ogun State

Supervisor **2015 – 2017**
Prince Block Industries, Ogijo, Ogun State

EDUCATION & NATIONAL SERVICE

Bachelor of Arts (B.A.), Theatre Arts **2019 – 2023**
Osun State University, Osun State

National Youth Service **2023 – 2024**
Estrade Intellectual Academy, Ibadan, Oyo State

WAEC and NECO **2011 – 2017**
Al-Awwal College, Ogun State

First School Leaving Certificate (FSLC) **2002 – 2011**
Al-Awwal Nursery and Primary Schools, Ogun State

ADDITIONAL INFORMATION

Interests: Reading, internet research, and listening to music.

References: Available upon request.