OLADITI BASHIR OLADAYO

Address: Block 10 House 26, FHA Diamond Estate, Isheri LASU-Igando Road, Lagos.
Contact: 08022748473
Email: bash38781@gmail.com

PROFESSIONAL SUMMARY

A Passionate, result driven, creative, selfless team player with an agile mindset willing to face new challenges and deliver efficiently convincingly whilst contributing to organizational goals and objective

WORK EXPERIENCE

TECHFLEET SOLUTIONS LTD **May 2025 – Till Date**
Office Support Staff

- Support logistics operations.
- Supervise vehicle repairs
- Review issuance notes and receipt
- Assist the Fleet Manager in record keeping
- Perform miscellaneous job-related duties as assigned
- Pick-up of company consignment from shipper
- Sending of items to customers in other states
- General office administration
- Following up with clients to ensure they are satisfied with our services
- Coordinate meetings with Warehouse personnel and drivers
- Support in the recruitment of new Drivers and Warehouse Staff

EDUCATION

Lagos State University, Ojo, Lagos 2022 – Till Date (In view)
Bsc Education Management

Lagos State Polytechnic, Isolo, Lagos 2019 - 2022
Ordinary National Diploma (OND) ACCOUNTING

Iyanu Oluwa Comprehensive Colleges, Otta, Ogun-State 2012 - 2018
SSCE

TRAINING &CERTIFICATION

- MS Excel
- Safety Techniques

SKILLS

- Customer Satisfaction techniques
- Effective Negotiation skill
- Good Communication Skills
- Route Planning and distribution plan
- Relationship Management
- MS Excel

References

Available on request.