

CONTACT

Phone

0707 833 8810

Email

agbemadokponouboluwatife@gmail.com

Address

Abatan Villa, Eruku, Ewekoro, Ogun State

SKILLS

- Customer Service
- Cash Handling & Record Keeping
- Data Entry & Office Administration
- Microsoft Word
- Communication & Teamwork
- Leadership & Time Management
- Problem Solving
- Organizational Skills

CERTIFICATION

- Customer Service Training

PERSONAL ATTRIBUTES

- Honest & Trustworthy
- Hardworking & Dedicated
- Fast Learner
- Goal-Oriented
- Works Well Under Pressure
- Strong Interpersonal Skills

HOBBIES

- Cooking
- Reading
- Learning New Skills
- Technology & Computing
- Social Activities

REFEREE

Mr. Agbemadokponou Olorunwa Tunde
Phone: 0806 049 3567

AGBEMADOKPONOU BOLUWATIFE GRACE

COMPUTER SCIENCE GRADUATE • CUSTOMER SERVICE & CASH MANAGEMENT

PROFESSIONAL PROFILE

A dedicated and results-oriented Computer Science graduate with practical experience in customer service, cash management, computer operations, and telemarketing. Possesses strong communication and problem-solving skills, with a proven record managing customer relationships and handling financial transactions. Committed to continuous learning and professional excellence.

WORK EXPERIENCE

Telemarketer | *Beryl Spring Global Limited*

2026 – Present

- Promoted loan products and services to prospective customers through phone calls.
- Explained loan terms, interest rates, and repayment options to customers.
- Generated leads and followed up with clients to encourage loan applications.

Senior Cashier | *KFC International Restaurant*

2023 – 2025

- Processed customer payments and handled cash transactions accurately.
- Maintained accurate sales and transaction records; balanced cash registers and prepared daily reports.
- Assisted customers and resolved complaints professionally.
- Worked collaboratively with team members to ensure smooth daily operations.

Senior Cashier | *Mega Chicken Restaurant*

2021 – 2022

- Ensured excellent customer service delivery at all times.
- Monitored inventory and stock levels to support operations.
- Maintained operational efficiency and workplace standards.

INDUSTRIAL TRAINING (SIWES)

SIWES Student | *GOA Computer Training Institute, Itori, Ewekoro, Ogun State*

- Assisted in computer operations and administrative tasks.
- Prepared and formatted documents using Microsoft Word.
- Performed data entry and record management.
- Supported customer service activities and office operations, maintaining professionalism and workplace ethics.

EDUCATION

HND in Computer Science — D.S. Adegbenro ICT Polytechnic, Ewekoro, Ogun State
2024 – 2026

ND in Computer Science — D.S. Adegbenro ICT Polytechnic
2021 / 2022

SSCE — Grano High School, Ogun State
2018

Primary School Leaving Certificate — Bimleks High School, Matogun, Ogun State