# ***SALAMI AMINAT TITILAYO***

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## PROFESSIONAL SUMMARY

A highly motivated and adaptable Economics graduate, eager to learn and develop new skills to enhance professional growth and contribute effectively to an organization. Has hands-on experience in data entry and Microsoft Excel at a basic level, with a strong willingness to learn, take on responsibility and contribute positively to a professional team.

## EDUCATION

Bachelor of science ( B.Sc Economics)

University of ilorin - 2022 to 2026

## WORK EXPERIENCE

**Sales Representative | Makal Bakery (August 2024-November 2024)**

• Processed customer orders and sales transaction while supporting smooth daily sales operations.

• Responded to customer enquiries and complaints professionally.

• Demonstrated strong communication, interpersonal and problem solving skills.

• Worked efficiently with team members to support daily business operation.

**Class Assistant |Acorns of Grace School (Sep 2021-Oct 2022)**

• Assisted with class classroom supervision and pupil management.

• Maintained pupil attendance records and classroom documentation with attention to details.

• Demonstrated strong Organisational, time management and teamwork skills.

## VOLUNTEER EXPERIENCE

**Unilever campus programme**

Logistics Volunteer| University of Ilorin

- Skills gained: Event coordination, Logistics planning, Team work and time Management

**Annual Economics Student Summit (AESS) 9.0**

Publicity and welfare volunteer | University of Ilorin

- Skills gained : publicity support , communication, participant engagement, teamwork and welfare coordination.

## CORE SKILLS

- Soft skills : Customer service and communication, Research , Teamwork , Leadership .
- Administrative and Operations : Time management and multitasking, Administrative support and office management, Detail - oriented documentation
- Bookkeeping skills : Expense tracking , Ledger maintenance, financial documentation .

## TECHNICAL SKILLS

- Email communication and internet browsing.
- Basic computer operations and file management.
- Data Entry and documentation

## LANGUAGE SKILLS

- English - fluent
- Yoruba - fluent

## REFERENCES

Available Upon request