CECILIA OYEDOYIN

CUSTOMER SERVICE REPRESENTATIVE

Phone: 07054857206
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Location: Ira, Oyun LGA, Kwara State, Nigeria



PROFESSIONAL PROFILE

Enthusiastic and customer-focused entry-level applicant seeking a Customer Service Representative position in a baking company. Communicates politely, listens carefully to customers and is willing to learn company products, handle enquiries, take orders and support smooth daily sales operations. Brings a positive attitude, reliability and a strong commitment to customer satisfaction.

KEY SKILLS

- Customer care and relationship building
- Handling customer enquiries and complaints politely
- Basic sales support and product promotion
- Attention to detail and willingness to learn
- Clear verbal communication and active listening
- Taking orders and checking order details
- Teamwork, time management and organisation
- Professional attitude and problem-solving

EDUCATION

National Certificate in Education (NCE) – In Progress
Ajetunmobi College of Education
Course: Political Science | 2025 – Present

RELEVANT STRENGTHS FOR A BAKING COMPANY

- Able to welcome customers warmly and help them choose products based on their needs.
- Careful when recording cake, pastry and other bakery orders, including quantities and collection details.
- Ready to learn product information, pricing, promotions and the company's customer-service procedures.
- Understands the importance of punctuality, cleanliness, teamwork and respectful communication.

WORK EXPERIENCE

Entry-level applicant. Eager to gain practical experience and contribute positively to a customer-focused team.

PERSONAL DETAILS

Date of Birth: 30 October 2006
Availability: To be discussed
References: Available upon request