CURRICULUM VITAE

PERSONAL INFORMATION

Name: Olugele Blessing
Phone Number: 09018857320
Email: chiderablessing03@gmail.com
Address: Wilmer Bus Stop, Olodi Apapa, Lagos State, Nigeria
Nationality: Nigerian

PROFESSIONAL SUMMARY

Dedicated and customer-focused professional with excellent communication, interpersonal, and organizational skills. Experienced in customer service, retail management, and administrative support. Proven ability to resolve customer concerns efficiently, maintain positive customer relationships, and contribute to organizational success.

CORE SKILLS

Customer Service Excellence, Effective Communication, Complaint Resolution, Problem-Solving, Active Listening, Telephone Etiquette, Time Management, Teamwork and Collaboration, Microsoft Office Suite, Data Entry and Record Keeping, Multitasking, Administrative Support, Attention to Detail.

EDUCATION

ECOTES du Benin (IUG)
Bachelor of Science (B.Sc.) in International Law and Diplomacy
2022

WORK EXPERIENCE

Customer Service Representative – MTN Nigeria, Alaba Branch (2018–2019)
Responded to customer inquiries, resolved complaints, maintained records, provided product information, and improved customer satisfaction.

Retail Manager – Divine Favour Restaurant, Lagos Island (2019–2021)
Supervised daily operations, coordinated staff activities, managed customer service, and ensured efficient workplace operations.

Secretary – Cappa and D'Alberto Plc, Lagos Island (2022–2024)
Organized schedules, maintained records, prepared documents, and supported office communication and coordination.

LANGUAGES

English (Fluent)
French (Basic)

REFERENCES

Available upon request.