

Aishat Oyekemi, OLOYEDE

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PROFESSIONAL SUMMARY

I am highly interested in focusing on the result and the success of the organization through strategic and analytical thinking with excellent ability to work independently or as a team. I am ready to take on the given tasks and become an expert in an environment that offers me the training and required support needed to flourish personally and professionally.

SKILLS

- Adaptability
- Communication skills
- Fast learning
- Leadership
- Microsoft skills
- Multitasking ability
- Problem solving
- Project management
- Time management

WORK EXPERIENCE

Godfirst Telecoms, Iwo Road

2022 - 2023

Operator

- Promptly answering and managing incoming calls, utilizing expertise to route them to the relevant department or individual within the organization
- Engaged with customers, providing them with accurate and detailed information about products, services, and company policies
- Proficient operation and management of telecommunications systems, encompassing telephone, voicemail, and email systems.
- Communicate effectively, both verbally and in writing, with a focus on delivering exceptional customer satisfaction.
- Possess advanced skills in using computer systems and software, including proficiency in the Microsoft Office Suite.
- Display the capability to work independently, taking initiative and ownership of tasks, while also thriving in a collaborative team environment.
- Proficiency in multitasking, prioritizing tasks, and effectively managing time in a dynamic and fast-paced work environment.

Obeki Clinical Pharmacy, Ibadan

2022

Pharmacy Technician

- Prepare medications with precision according to prescribed orders, which includes compounding various formulations such as creams, ointments, and solutions as necessary.

- Dispense prescriptions, affix accurate labels on containers, and oversee the proper packaging and storage of medications.
- Provide patient support by addressing inquiries regarding medications, dosage guidelines, potential side effects, and interactions between drugs.
- Document prescription details within the pharmacy database, encompassing patient profiles, medication histories, and insurance particulars.
- Adhere strictly to pharmacy regulations, laws, and safety protocols while upholding a hygienic and orderly workspace.
- Collaborate effectively with pharmacists and healthcare peers to deliver top-notch patient care services.

IN ADDITION

Toun Memorial Specialist Hospital
Pharmacy Technician

2020 - 2021

Anuoluwapo Store, Ibadan
Sales Representative

2017

- Actively seek out and pursue sales opportunities to not only meet but exceed sales targets. Utilize various communication channels such as phone calls, emails, and face-to-face meetings to present, promote, and sell our products or services.
- Foster and nurture strong customer relationships by delivering exceptional customer service. Address customer inquiries and concerns promptly and effectively, ensuring their satisfactions.
- Perform thorough market research to identify potential customers, comprehend their needs and preferences, and gather insights into competitors' strategies.
- Generated and submitted regular sales reports encompassing sales forecasts, activity logs, and customer feedback to management. Analyze these reports to pinpoint areas for enhancement and track overall performance.
- Collaborate seamlessly with teams across departments such as marketing, product development, and customer support. Ensure alignment on sales strategies, coordinate promotional efforts, and enhance overall customer satisfaction initiatives.

EDUCATION

Kwara State Polytechnic, Ilorin
HND in SLT (Biochemistry)

August, 2022

NATIONAL SERVICE

NYSC

2023 - 2024

CERTIFICATION

OBAFEMI AWOLOWO UNIVERSITY
Human Resources Management (HRM) | Health Safety and Environment (HSE)

April, 2024