**AWONUGA OLUWADAMILOLA OMOYENI**

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**PROFESSIONAL SUMMARY**

Hardworking and reliable research data entry/analyst focused on going above and beyond to support team and serve customers, also completing work quickly to consistently exceed targets.  Trained in data entry, research, administrative roles, sales and product listing. Quick learner with good computer and Microsoft office abilities. Motivated to continue to learn and grow as data entry professional and dedicated to business success.

**SKILLS**

* Multitasking
* Creative thinking and problem solving
* Customer relations
* Listing preparation and placement
* Sales management
* Class listings organization
* Data analysis
* Presenting findings and preparing reports
* Managing research
* Monitoring quality control
* Requirements gathering
* Data compilation

**EXPERIENCE**

**Sales/product listing Manager, UKFashion,** Oct 2014 – Jan 2020, Lagos, Nigeria

* Created listing for products sold on e-commerce sites.
* Posted a 50% increase in sales within the 2nd month of resumption
* 40% increase in net revenue in the 2nd quarter of my employment
* Ensured that products information fully describes the image
* Improved older listings to maximize sales and ratings.
* Ensured stock updates were received in a timely manner
* Prepared data within Excel spread sheets for uploading new products.
* Ensured submission of invoices from suppliers
* Ensured customer satisfaction of product upon receiving it
* Ensured accurate representation of products on the e-commerce sites.
* Reviewed incoming orders and assigned work to sales and dispatch team to maintain demanding schedule.
* Prevented service delays by effectively using slow periods to get ahead of routine tasks such as restocking supplies.
* Completed assigned tasks with little or no supervision.

**Research Data Analyst, Wizer Advisory Resources,** Apr 2014 – Jul 2014, Lagos Nigeria

* Collected and documented data to enter into database for storage and further evaluation.
* Prepared and verified accuracy of data for analysis, several activities, including reformatting, entering, editing, merging, and maintaining data in preparation for analysis.
* Gathered and analysed data, maintained improved quality of the organization’s data, and collaborated with the research team to present the data
* Created appropriate documentation to support effective requirements definition, including charts and graphs as needed.
* Organized the research data into easily searchable databases for modelling and analysis.
* Secured information by completing database backups and Purged files to eliminate duplicate data.

**Biology / Chemistry teacher, Muslim grammar School,** Dec 2011 – Oct 2012, Ibadan Nigeria

* Helped students of all ability levels grasp chemistry topics through skilled instruction, office-hours support, and remote tutoring.
* Selected books and materials to best meet students’ needs and match mandated course requirements.
* Employed creative methods of instruction and used diverse materials to keep students interested and learning chemistry topics.
* Monitored and regularly assessed students’ progress with materials to understand and meet class needs.
* Built courses from ground up by developing syllabus and lesson plans to fully cover required materials.
* Motivated and encourage students to help each meet basic and challenging academic goal.

**Trainee Quality Analyst, Mopson pharmaceutical Limited,** Mar 2010 – Sep 2010, Lagos Nigeria

* Monitored and checked raw materials, in-process products and finished goods weight in plant packaging section, compiled and presented product approval records.
* Collected samples from packaging lines across all departments for analysis.
* Calibrated equipment’s to ensure proper functioning.
* Developed samples required for sample order requests and support laboratory supervisor to investigate off spec products.
* Kept work area organized and clutter-free.
* Maintained and updated files and records to support efficient regulatory requirements and operations.

EDUCATION

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Microsoft Office Certification Mar 2014

**Wizer Advisory** - Lagos, Nigeria

Bachelor of Science, Biochemistry Nov 2011  
**Bells University of Technology** - Ota, Ogun, Nigeria

* Graduated with second (upper) class honors

REFERENCES

References Available Upon Request