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# Fortune Moyinoluwa Benson

fortunebenson26@gmail.com

+2349038781363

Ola-Olaigbe Street, Off Salolo

Bus Stop, Lagos Abeokuta

Expressway

Lagos , Lagos State

## Summary

I am a purpose driven, diligent, honest and God-fearing lady. I am aiming to get to the peak of my career as well as making an indelible impression in my profession.

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## Professional Skills

- Customer service
  - Excel
  - Scheduling
  - Auditing
  - Microsoft office
  - Sales
  - Management
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## Employment History

### Customer Care Representative

Tradeways Courier Service • Ilorin , Kwara State

03/2020 - Present

- Tracking customer orders and making sure they are always delivered on time as requested.
- Processing the shipment of goods and services as requested by clients.
- Responding to and resolving customer inquiries and complaints.

### Internal Auditor and Tax Consultant

Babatunde Yunus and Co • Ilorin , Kwara State

09/2019 - 02/2020

- Preparation of financial statements for our clients.
- Processing and provision of Tax Identification Number (TIN) on behalf of clients.
- Inventory taking and management
- Payment of taxes on behalf of clients
- Processed Tax Clearance Certificates (TCC) on behalf of clients

### Sales Representative

Covenant Micro Investment • Ilorin , Kwara State

01/2019 - 09/2019

- Provided micro lending services and investment products to customers.

### Internal Auditor

National Automotive Design And Development Council • Abuja , Federal Capital Territory

12/2017 - 01/2018

- Handled various administrative tasks in the internal audit unit.
- Successfully audited the business processes of various departments within the company.

### Customer Service Intern

- Responded to inquiries and complaints from clients.
  - Processed customer orders and requests received from customers.
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## Education

### **B.Sc. Economics**

Landmark University • Omu-Aran , Kwara State

Graduated

07/2017

- Second Class Upper Honors Division
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## Languages

- English
- Yoruba