

# ADEBISI, KAFAYAT SHADE

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## Professional Profile

A graduate of geology with good interpersonal skills, vast in the knowledge of business development, with great understanding of work place safety. Smart and self-motivated individual, aiming to utilize acquired knowledge, professional and personal experiences towards attaining organizational goals and career development.

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## Education and Qualifications

**B.Sc.: Geology** (Olabisi Onabanjo University, Ago Iwoye, Ogun State) **2016**

**SSCE: WAEC/NECO** (Command Day Secondary School, Oshodi, Lagos State) **2011**

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## Other Certifications:

- WSO Occupational And Environmental Safety & Health Certificate (HSE 1,2 & 3) - **2020**
  - National Youth Service Corps (NYSC) Discharge Certificate - **2018**
  - Membership Certificate for National Drug Law Enforcement Agency (NDLEA) - **2018**
  - Certificate in Customer Service Relationship - **2017**
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## WORK EXPERIENCE

**2019 – Present**

### **Business Development Officer**

#### **CS Advance Limited, Lagos State**

- Promote company's product and services
- Provide customer service support for potential and existing customers
- Collaborate with management on planning, and maintaining short- and long-term business development plans
- Give daily report on clients portfolio
- Maintaining meaningful relationships with existing clients to ensure that they are retained
- Review clients' feedback and implement necessary changes

**2018 – Present**

### **Finance Lead (Volunteer)**

#### **Camp Adventure Africa (NGO), Ibadan**

- Prepare tactical and proficient financial strategies and plan
- Outsource fundraisers and sponsorship for the organization
- Create budget outline for other sub-team
- Present monthly financial reports on volunteers commitment
- Organize fundraising campaign to promote community welfare and outreaches
- Introduce a sustainable financial system to stabilize organization income

**2019– 2020**

**HSE Officer (Trainee)**

**HSE Train Int'l Ltd, Lagos State**

- Monitor safety measures within designated location
- Conduct daily inspection at work before activities commence
- Create report on employees safety within assigned area
- Carry out risk assessment associated at work
- Design training programs to provide safety awareness education

**2018 – 2019**

**Business Development Officer**

**Zedvance Limited, Lagos State**

- Responsible for the digital marketing of the company's products and services
- Attended to customer's queries and request
- Worked with other team members on prospects and follow up daily
- Engaged in the onboarding of new clients

**2013 – 2016**

**Customer Care Agent**

**(MTN), Lagos State**

- Managed incoming calls and customer service inquiries / complaints
- Registered new and existing customers
- Generated sales lead that develop into new customers
- Identified and assessed customers' needs to achieve satisfaction

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**Professional Affiliation**

Certified Member, Nigerian Mining and Geoscience Society (NMGS)

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**Skills**

- Computer skill (Microsoft Office suite)
  - Customer Service Support
  - HSE field operations
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**Interests include:**    Researching, Volunteering and Reading

**References:**

**Available on request.**