

ENIOLA OMOTOLA KOFOWOROLA

08057632333,09055378401 | enioladiana905@gmail.com | 44, rotimi street Yaba Lagos Nigeria

EDUCATION, TRAINING, AND CERTIFICATION

OND, In Mass Communication

2024

Abraham Adesanya Polytechnic Ijebu Igbo

PROFESSIONAL SUMMARY

A highly motivated and creative Mass Communication graduate with hands-on experience in social media management and sales representation. Skilled in creating engaging digital content, managing online platforms, and building brand visibility through strategic marketing. Proven ability to drive sales, engage audiences, and develop content strategies that boost online presence. Adept at communication, customer relations, and teamwork, with a passion for growing brands and delivering measurable results.

PROFESSIONAL EXPERIENCE

JANET'S CLOSET

April -June 2025

Role(s) held in this organization

Social Media Manager

Key responsibilities and achievements:

- Shot and edited engaging videos tailored for social media platforms.
- Managed and scheduled posts consistently on Instagram to boost visibility.
- Brainstormed and developed creative content ideas to increase audience engagement.
- Monitored performance metrics to evaluate content effectiveness and reach.
- Collaborated with team members to align social media strategies with brand goals.
- Responded to comments and messages to maintain active audience interaction.

ROYAL DIADEM GROUPS

2021-2022

Role(s) held in this organization

Sales Representative

Key responsibilities and achievements:

- Identified potential customers and generated new sales leads.
- Promoted and sold products/services to meet set targets.
- Built and maintained strong relationships with clients to encourage repeat business.
- Conducted product demonstrations and answered customer inquiries.
- Negotiated prices and closed sales deals efficiently.
- Tracked sales activities and prepared regular performance reports.

OANDO PETROLEUM STATION

2022

Role(s) held in this organization

Sales Attendant

Key responsibilities and achievements:

- Dispensed fuel accurately to customers and ensured proper meter readings.
- Collected payments and issued receipts to customers.

- Checked oil and water levels, and assisted with minor vehicle maintenance when needed.
- Maintained cleanliness of the pump area and surrounding environment.
- Assisted customers with directions and answered general inquiries.
- Monitored fuel stock levels and reported shortages to the supervisor.

SKILLS

Excellent communication skills.
Problem-solving abilities.
Proficiency In Microsoft Office
Organizational skills
Proficiency In Graphics Design
Multitasking
Attention to detail