Bayode Grace Damilola
Sales Executive | Customer Service | Administrative Support

Professional Summary Motivated and customer-focused professional with an HND in Production and Operations Management. Experienced in customer service, administrative support, client communication, and record keeping through NYSC and freelance work. Skilled at building strong client relationships, communicating effectively, and providing excellent service. Eager to contribute to a results-driven organization while learning and growing in a sales career.

Key Skills

- Customer Service & Client Relationship Management
- Sales & Marketing
- Administrative Support & Office Administration
- Record Keeping & Document Management
- Communication Skills & Teamwork
- Time Management & Organization Skills
- Attention to Detail & Confidentiality
- Willingness to Learn

Professional Experience

Administrative Support (NYSC) | Air Training Command, Kaduna
2025

- Maintained office registers and official records.
- Recorded incoming and outgoing documents accurately.
- Assisted administrative staff with daily office operations.
- Supported effective communication and document management.

Freelance Makeup Artist | Glammed_by_dammytee
2020 – Present

- Managed client inquiries, bookings, and appointment scheduling.
- Built and maintained strong customer relationships.
- Promoted makeup services through referrals and social media.

- Delivered excellent customer service, resulting in repeat clients.
- Managed payments and maintained accurate client records.

Industrial Trainee | Rity's Bakery, Kaduna
2023

- Assisted in bread production and packaging.
- Worked effectively with team members to meet production targets.
- Maintained hygiene and quality standards.

SIWES Trainee | Liberty Radio & Television
2019

- Assisted with media and administrative activities.
- Supported daily office tasks and documentation.

Education

- **HND, Production & Operations Management** — Kaduna Polytechnic (2022–2024)
- **ND, Mass Communication** — Kaduna Polytechnic (2018–2020)
- **SSCE** — Christ Comprehensive School, Kaduna (2016)
- **First School Leaving Certificate** — St. Paul's College (2010)

Certifications & Services

- **NYSC:** Completed National Youth Service Corps (January 2025 – January 2026)

Languages

- English (Fluent)

References Available upon request.