OLUFEMI JAYEOLA

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| Professional Summary |

Valet attendant Olufemi E. Jayeola has extensive experience and a track record of delivering excellent customer service and effective valet services. He has a great capacity to establish trusting relationships with clients and is extremely detail-oriented and organized. Along with having a current driver's license, Olufemi is also a certified driver.

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| Skills |

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| * Safe and responsible driver
* Vehicle Maintenance
* Communication skills
* Analytic thinker
* Well-organized and detail-oriented
* Navigation and GPS
 | * Customer Service
* Manual Dexterity
* Punctual
* Planning
* Adaptability
* Route optimization
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* Investigative Procedures
* Report Analysis
* Operations Management
* Staffing and Scheduling
* Interrogation Techniques
* CCTV Experience
* Security Team Management
* Skilled in Conflict Resolution
* Weapons Screening
* Access Systems and Patrol
* Residential Management
* Safety and Security Procedures

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| Work History |

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| Jan 2023 - Jul 2024**Valet Driver** MILLENNIUM PLAZAFeb 2021 - Dec 2022**Dispatch Driver**BUA FOODS PLC | * Delivered effective valet services and outstanding customer care.
* Kept the designated work locations clean as directed, used a two-way radio to communicate with coworkers and superiors.
* Recorded vehicle inspections, damage, and other circumstances before servicing in a timely and accurate manner.
* Greeted customers, opened doors, and aided them with their luggage.
* Made sure that every trip was carried out in accordance with the local laws.
* Helped company cut 29% on maintenance costs by monitoring the performance of the vehicle and requesting inspections before major breakdowns occurred.
* Established wonderful, cordial in-person connections with customers.
* Updated documentation on deliveries.
* Handled the delivery of supplies and goods.
* Management of phone order intakes
* Consignment loading and unloading into and out of delivery trucks was closely supervised and monitored, and all company safety procedures and rules were scrupulously followed.
* The Customer Service score increased from 74 to 91 percent in just two months.
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| Jan 2014 - Jan 2020**Company Driver**CROWN FLOUR MILLS PLC | * Kept the vehicle roadworthy and in good condition by keeping it clean, organized, and hygienic at all times.
* Trained six persons on how to maintain company cars, follow all government transportation regulations, and create vehicle logs using the company template.
* Read maps and analyses traffic trends to identify the fastest routes, saving the company over 16 hours a month.
* More than 3000 journeys were finished.
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| Education |

Oct 2021

**Master of Science**: Transportation Management

Bells University of Technology | Ogun

May 2013

Bachelor of Science: Computer Science

Tai Solarin University of Education | Ogun

Dec 2005

O-Levels: Economics, English Language, Mathematics, Biology, Physics

WASSCE | Mushin

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| Certifications |

* HSE Management Training, Kevron Consulting Limited
* Certified Member of the Chartered Institute of Transport Administration of Nigeria, CIOTA
* Truck Driving, Coscharis Mobility Driving Academy
* Diploma in Caregiving, Alison
* UK Naric English Proficiency
* Food Handling Certificate- Baladna
* Qatar Driving License, Gulf Driving School
* Highfield Level 3 International Award in Emergency First Aid at Work, DiSS