

Ihuoma Chiamaka Okey

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Mobile: 08179770653,
09055223274

State of origin: Abia state

Gender: Female

Age: 25 years

I am an Accounting graduate with excellent interpersonal skills and the ability to communicate in a confident manner, eager to learn and currently seeking full time employment on which to begin a reputable career.

Educational Background

2010-2013 **Bells University of Technology, Ota, Ogun state**
B.Sc. Accounting
2nd class upper degree

2004-2008 **Queens College, Yaba, Lagos**
Senior School Certificate

Employment History

April 2017 **Business Development Officer**
Tivoli Garden Hotel, Ikoyi

- Sourcing for prospective customers by visiting organisations to create awareness about the hotel's products and services
- Explaining to potential customers, the products and services offered by the hotel and following them up so as to close business deals
- Negotiating business deals with client companies in accordance with hotel pricing policy

- Communicating new product developments as well as discounts on products and services to existing and prospective customers
- Responding to queries and complaints from customers as regards the hotel's products and services
- Researching organisations online to identify potential new customers
- Planning and organising events for clients
- Maintaining fruitful relationship with existing customers

February 2017

Front Desk Officer

Tivoli Garden Hotel, Ikoyi

- Attended to walk in guests
- Answered both internal and external incoming calls
- Made room reservations for walk-in guests and online bookings using Project Management System (PMS)
- Kept records of both room and food & beverages sales
- Ensured that the queries of in-house guests are adequately resolved
- Helped in showing walk-in guests around the hotel whilst promoting the highlights of the hotel
- Responsible for petty cash management, which included keeping of petty cash records and verification of expenditures
- Performing other duties as was required of me

November 2016-

Front Desk Officer

February 2017

Crovation Limited, Surulere

- Received and attended to walk in clients
- Answered basic questions regarding the company and its business
- Explained the company's products and services to walk in clients
- Answered all incoming calls as requested and routed them to their proper recipient, taking and relaying messages as needed
- Oversaw the distribution of incoming and outgoing mails

- Kept records of staff attendance as well as incoming visitors

January-
October 2014

Assistant Teacher (NYSC Scheme)

Asagba Mixed Secondary School, Asaba, Delta state.

- Taught financial accounting to SS1 students by organising lectures and giving lecture notes
- Organised and conducted assemblies
- Invigilated students during exams
- Filled in for unavailable teachers

Skills and Competencies

- Customer service skills
- Communication and interpersonal skills
- Organisational skills
- Time Management skills
- Ability to work with little or no supervision

Other Skills

- Proficiency in the use of Microsoft office tools
- Ability to work in a team

References

Mr Chimaroke Ekpe, Managing Director Mc Nichols Consolidated Plc
07040921601

Mrs E. Ugochukwu (MON), Rtd Director of Education 08033084997

Dr. Oluwafemi S. Enilolobo, Head of Department of Economics, Accounting and Finance, Bells University of Technology osenilolobo@bellsuniversity.edu.ng