

EJAITA BEN

Hospitality Manager | Executive Virtual Assistant | Events Manager

Ilorin, Nigeria | 09029934347 | ejaitabenodiri@gmail.com



TECHNICAL SKILLS

- Microsoft Office Suite
- Google Workspace
- Email and Calendar Management
- Data Entry and Record Management
- Staff Scheduling System
- Virtual Meeting Skills
- Project Management Skills
- Social Media Management Skills
- Website/Blog Development and Maintenance
- Graphic Design
- Data Analysis

SOFT SKILLS

- Communication Skills
- Interpersonal Skills
- Problem-Solving Skills
- Organizational Skills
- Leadership Skills

PROFESSIONAL EXPERIENCE

Assistant Manager, M and M Events – Ilorin, Nigeria (2023 – Present)

- Managed event operations, staff scheduling, and client relationships
- Supported recruitment and onboarding processes
- Handled payroll
- Oversaw bookings and reservations

Teacher, St. Anthony Senior Secondary School (2025)

- Lesson planning and preparation
- Student assessment and evaluation
- Classroom management
- Record keeping

Receptionist, M and M Events – Ilorin, Nigeria (2022 – 2023)

- Handled client inquiries and front desk duties
- Managed guests and helped solve problems
- Maintained records and administrative files

Supervisor, Redflames Chinese Restaurant – Ilorin, Nigeria (2021)

- Staff supervision and coordination
- Customer service
- Operations and shift management
- Cash handling and reports

Attendant, NNPC Fueling Station (2017 – 2019)

- Fuel dispensing
- Customer service
- Payment handling
- Station maintenance
- Upselling and promotions

EDUCATION

- University of Ilorin – B.Sc Economics (2019 – 2024)
- Kwara Tech Academy – Executive Virtual Assistant (2024)

ADDITIONAL INFORMATION

- Languages: English, Hausa, Yoruba and Urhobo
- Certifications: Certified T.R.C.N, V.A Fundamentals ALX 2024
- Awards: Most Innovative Employee – M and M Events (2024)
- State of Origin: Delta State

REFERENCE

Chimaije Christian Odeke – 09068768965
Ejiro Ben, Frontend Developer – ejirobn@gmail.com