

OGUNTOLA AMINAT

OLUWATOSIN

I am a resourceful, highly-motivated fresh graduate with proven leadership capabilities, who is ready to take initiative and seek out new challenges in a fast paced environment. I am self-motivated, detail-oriented and a great team player with the sole aim of maintaining company policies, commitment to high work ethics, personal and group contributions to the attainment of strategic goals and objectives.

Work History.

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| May 2020 | Events Planner and Manager |
| – till date | Sally's Management and Consult limited, Nigeria |
| | <ul style="list-style-type: none">• Well trained in aspects of hospitality management such as event planning, guest welfare, vendor sourcing, ushering, decoration and accommodation.• Regularly multitasked and handled a large volume of planning and coordinating activities conveniently within a fast-paced environment.• Successfully handled the planning and implementation of numerous events such as birthdays, weddings and anniversaries• Performed ushering activities successfully and elegantly in more than 20 ceremonies |
| Sept 2019 | Events Planner |
| - till date | Cruise Empire (Self Established) |
| | <ul style="list-style-type: none">• Successfully single-handedly managed the planning and implementation of numerous events such as birthdays, weddings and anniversaries |
| Feb– Oct 2018 | Receptionist |
| | King and Rose Hotel, Nigeria |
| | <ul style="list-style-type: none">• Welcomed and attended to customers warmly upon arrival into the hotel• Delightfully attended to phone calls• Ensured reception area was always tidy and presentable• Addressed and resolved customer issues professionally |
| Jun 2013– Apr 2016 | Sales/Marketing Assistant |
| | Aibram Ventures and Stores, Nigeria |
| | <ul style="list-style-type: none">• Assisted in the marketing, sales and distribution of store wares• Displayed a high level of empathy when handling problems/issues of customers• Always went the extra mile to make sure customers were Satisfied upon resolution of an issue |

Education

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| 2016-2020 | Bachelor of Arts : English Language |
| | Obafemi Awolowo University |

Contact

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Skills

- ❖ Creative Writing
- ❖ Hospitality Management
- ❖ English Language Fluency
- ❖ Planning and Coordination
- ❖ Time Management
- ❖ Computer Skills
- ❖ Excellent Work Ethic
- ❖ Customer Service Management.

Additional Information

1. Past ambassador for different brands such as Close Up, Harvey's (restaurant), Wema Bank and Access Bank
2. Establishment of my personal event planning and hospitality agency.