

**Akintayo Oluwadamola Ilori**

**Phone: +2348162622427 E-Mail:akintayoilori@gmail.com**

### **PROFESSIONAL SUMMARY**

I am Dynamic and results-driven professional with a proven track record of exceeding expectations. I am committed to delivering exceptional outcomes through strategic thinking, effective communication, and a strong attention to detail. Skilled in problem-solving and adapting to fast-paced environments, with a passion for driving innovation and achieving measurable success.

### **RELEVANT EXPERIENCE**

#### **STORE ASSISTANT [December 2019 – June 2020]**

**PREMIER HOTEL, Mokola Hill Ibadan.**

- Keeping store fully stocked.
- Maintaining the highest level of visual merchandising and store conditions.
- Delivering exceptional sales services for improved customer satisfaction.
- Interacting with customer and identifying their needs and preferences.
- Receiving and verifying the quality and quantity of new shipments.
- Enforcing in-store security and health and safety procedures and regulations.

#### **PURCHASING ASSISTANT [December 2019 – June 2020]**

**PREMIER HOTEL, Mokola Hill Ibadan.**

- Maintaining proper records of inventory.
- Understanding of general sales and market trends according to the industry.
- Liaise with warehouse staff to ensure all products are in good find.
- Prepare cost analysis.
- Research on potential vendors and negotiate better prices.
- Monitor stock levels and identify purchasing needs.
- Preparing reports on purchases, including cost analysis.

#### **TRIPLE JAY GLOBAL LIMITED NYSC (August 2021 – July 2022).**

**EXECUTIVE ASSISTANT, FUNAAB Gate Abeokuta.**

- Assisted colleagues and executives by supporting them with planning and distributing information.
- Make online and phone reservation and dealt with queries on the phone and by email
- Registered guests by collecting their necessary information.
- Ensuring meetings were effectively organized and documented.

#### **ADMINISTRATIVE ASSISTANT [September 2022 – July 2023]**

**AJIKAZ OIL COMPANY , New Garage Ibadan, Nigeria.**

- Ensure operation of equipment by completing preventive maintenance requirements.
- calling for repairs
- Provide polite and professional communication
- Implement clerical duties and administrative processes

- maintaining equipment inventories.
- evaluating new equipment and techniques.
- Maintain supplies inventory by checking stock to determine inventory level.
- placing and expediting orders for supplies; verifying receipt of supplies.

## **EDUCATION**

### **Mopelola memorial primary school, Ibadan. [2000 – 2006]**

Primary school certificate

### **Loyola college, Ibadan. [2006 – 2012]**

Secondary school certificate.

### **The Polytechnic Ibadan, Saki Campus [2013– 2016]**

ND. Accountancy

### **Kwara State University [2016 – 2020]**

Bachelor of Science, Tourism and Hospitality Management

Second Class Honours (Upper division) - 2.84/4.0

- Relevant Course content: Financial Management for Service Industry, Hospitality management, Human Resources management, Destination Brand Management, Travel Industries Operation and Tech, Management Issues and Practices In The Global Airlines Industries, Tourism Policy and Planning, Destination Brand Management.

## **SKILLS**

### **Technological**

- Ability to use Microsoft Office applications
- Ability to operate computers for ease of work
- Use of search engines for clarification of information

## **OTHER SKILLS**

### **Social**

- Passion for traveling and tourism
- Willingness to learn from anyone, anytime
- Ability to hold intelligent conversations
- Excellent communication skills
- Active listening
- Team player and interpersonal skills
- Critical thinking

### **Business**

- Team player
- Can work with little or no supervision

- Brainstorming and strategizing
- Going the extra mile to ensure that all projects are executed to the best of my ability
- Ability to meet deadlines
- Ability to work under pressure
- Enthusiasm to gain extra knowledge.

#### REFEREES

Available on request.