

ANUOLUWA GLORIA OYAGADE

7, Awoyemi Street, off Atinuke Bus stop, Ologuneru, Ibadan.

(+234) 08102774760, 08117049257

anuoluwaoyagade@gmail.com

PERSONAL DETAILS:

Date of Birth:	8th July, 1992
Sex:	Female
Marital Status:	Single
LGA of Origin:	Abeokuta North
State of Origin:	Ogun
Nationality:	Nigerian
Language:	Yoruba and English

CAREER OBJECTIVE:

I am a very hardworking and passionate individual, ready to make a difference in an organization. I am flexible, friendly, confident and helpful with great communication skills. I love working in a challenging environment because it brings out the best in me, I can multitask and work very well with people.

EDUCATION/QUALIFICATIONS OBTAINED:

Tai Solarin University of Education, Ijagun, Ijebu-ode, Ogun state, Nigeria
2011-2015

(B. Ed) Degree in Guidance and Counselling / Social Studies

Ilewo Community High school, Ilewo-Orile, Abeokuta.
2003-2009

Senior Secondary Certificate (SSC)

I.M.G Nursery & Primary school, Beyerunka, Ibadan.
1997-2003

First School Leaving Certificate (FLSC)

CERTIFICATION:

NYSC Discharge Certification
2016-2017

(National Youth Service Corps)

Diploma in Cake Making
2009-2011

(U&I Cakes)

EXPERIENCE:

Bolton White Hotels & Apartments, Abuja.

Aug 2018-July 2019

Receptionist/Cashier

RESPONSIBILITIES:

- Maintained safe and clean reception area by complying with procedures, rules, and regulations.
- Welcome guests by greeting them, in person or on the telephone, seeking to make or cancel hotel reservations and answering or referring inquiries.
- Collect guest payments and billing information, assign rooms and issue keys to arriving guests.
- Operated the accounting software system.
- Post guest charges and charges into each individual guest folio on a daily basis.

**Bua Yeghe Community High School, Yeghe, Gokana, Rivers State
(NYSC)**

June 2016 – May 2017

RESPONSIBILITIES:

- Taught Civic Education in line with secondary school course outline.
- Prepared and delivered lessons and notes to range of classes of different ages and abilities.
- Checked and assessed students' work.

SKILL:

Computer Skills: Proficiency in Microsoft Word, Excel, Power Point and Corel Draw.

HOBBIES:

Reading, Swimming, Baking and Travelling.

REFEREES:

Available on request.