

PROFILE SUMMARY

An innovative, multi-disciplined and solutions-oriented manager highly adaptable, creative, and technically competent. Versatile and analytical thinker with strong interpersonal skills, can cope well with high-stress situations and can manage a variety of projects concurrently.

SKILLS AND COMPETENCIES

- Excellent communication, interpersonal and presentation skills.
- Strong team building and leadership qualities.
- Excellent management communications skills and knowledge.
- Drive and focus.
- Expert in building and maintaining customer relationships.
- Ability to work under time constraints.
- Proven record of reliability and responsibility.
- Strong analytical and intellectual skills, capable of assessing conditions and applying appropriate interventions, methods and important steps.

EDUCATION

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| ▪ NATIONAL YOUTH SERVICE CORPS | 2018 - 2019 |
| ▪ FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA
<i>(B.Sc, Environmental Management and Toxicology)</i> | 2012 - 2017 |
| ▪ NEW STATE HIGH SCHOOL, PALM AVENUE
<i>West African Examination Council (WASSCE)</i> | 2004 - 2010 |
| ▪ LITTLE SOULS NURSERY AND PRIMARY SCHOOL
<i>First School Leaving Certificate</i> | 1998 - 2004 |

WORKING EXPERIENCE

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| ▪ SALLY TIBBOT CONSULTING
<i>Audit Officer</i> | Oct. 2019 — May 2020 |
| <ul style="list-style-type: none">- Ensure compliance with established internal control procedures by examining records, reports, operating practices, and documentation.- Verifies assets and liabilities by comparing items to documentation.- Completes audit workpapers by documenting audit tests and findings.- Performing audits on systems, operations and accounts.- Inspecting financial statements to catch errors, misstatements and fraud.- Reporting audit findings and recommending improvements. | |

- **OPAYCOM NIGERIA INTERNATIONAL** **May 2019 – Oct. 2019**

Remittance Department / Customer Care Unit

 - Responsible for the daily outward and inward transaction of the remittance product.
 - Processing and ensuring efficient and timely processing of payments.
 - Contacting customers to rectify any error and / or incomplete information provided.
 - Attending to our existing customers' enquiries pertaining to the remittances.
 - Prepare various management reports on a timely basis and other responsibilities delegated by superior.
 - Communicating with client and customer about their experiences with services and products.
 - Monitoring riders on their daily activities.
 - Listening to customers and riders complains.
 - Taking or processing orders for services or product.
 - Documenting vital information given by rider on their daily activities.
 - Helping with solving of complains and problems of the rider.

- **NATIONAL YOUTH SERVICE CORPS** **Aug. 2018 – July 2019**

Ministry of Environment and Water Resources (Ibadan, Oyo)

Environmental Department

- **INDUSTRIAL TRAINING** **Oct. 2016 – Mar. 2017**

Federal Institute of Industrial Research, Oshodi (FIIRO)

Health and Safety Department

 - Developing and executing health and safety plans according to legal guidelines.
 - Preparing and enforcing policies to establish a culture of health and safety.
 - Record keeping.
 - Handling document and forwarding to respective department concerned.
 - Participation in laboratory activities.

- **STARPOINT HOTEL** **Feb. 2013 – Sep. 2013**

Bartender / Supervisor

 - Preparing alcohol or non-beverages for bar and patrons.
 - Interacting with customers, taking orders and serving drinks.
 - Assessing bar customers' needs and preferences and making recommendations.
 - Keeping bar equipment clean, maintaining stock, creating bar menus and preventing customer excessive drinking.
 - Monitoring logbook.
 - Administrative and clerical tasks.
 - Assisting in resolving emergencies, such as a quality or customer problem.
 - Maintain supply inventory, set shift schedules, hire and train staff, and perform opening and closing duties.
 - Setting goals for performance and deadlines in ways that comply with company's plans and vision.
 - Organizing workflow and ensuring that employees understand their duties and delegated tasks.

Housekeeper / Bartender

- Cleaning and sanitizing toilets, showers/bathtubs, counterpots, and sinks.
- Making beds and changing linens.
- Cleaning windows.
- Dusting of furniture and fixtures.
- Ensuring all rooms are cared for and inspected according to standards.
- Protecting equipment and making sure there are no inadequacies.
- Preparing alcohol or non-beverages for bar and patrons.
- Interacting with customers, taking orders and serving drinks.
- Assessing bar customers' needs and preferences and making recommendations.
- Keeping bar equipment clean, maintaining stock, creating bar menus and preventing customer excessive drinking.

ADDITIONAL SKILLS

Microsoft Word

Microsoft Excel

Microsoft Power Point

HOBBIES

Reading, Travelling, Music and Meeting people.

REFEREES

▪ **MRS. JAMIU OLABISI**

Manager, Best Touch Beauty Saloon

15, Sholanke street, off Isolo road, Mushin, Lagos.

Tel: 08028094143

▪ **MR. SHONOWO OLUWASEUN**

Admin Officer, National Industrial Court.

17, Iyalla street, Mushin, Lagos state.

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