

IBIKUNLE AKINKUNMI IBITOYE

PERSONAL PROFILE

Energetic, analytical, a team player, a lover of organization and always open to learning new things. I have versatile set of skills with experience in customer service, sales and written and oral communication.

SKILLS & ABILITIES

- Self-motivation and ability to take the initiative.
- Problem solving skills.
- Leadership skills.
- Ability to work well under pressure.
- Good organization and attention to details.
- Planning and Organizing skills.
- Analyzing and investigating skill.
- I.T skills including experience using Microsoft Office (Word, Excel and PowerPoint).

EXPERIENCE

ASSISTANT MANAGER, DE GOODTIME EATERY, BARIGA

April, 2018 – August, 2020

- Maintaining of data and records.
- Disbursing of petty cash.
- Ensuring availability of raw materials and other supplies at all times.
- Supervision of technicians and office support staff.
- Preparation of weekly reports for management use.
- Evaluation of complaints made by customers and directing it to the right resource for prompt resolutions.
- Supervision and evaluation of the operations of the organization.
- Evaluate staff work schedules and performance.
- Negotiate with customers for outdoor services or use of facilities for banquets or receptions.

SUPERVISOR, DE GOODTIME EATERY, IYANA-IPAJA

February, 2017- April, 2018

- General supervision
- Daily sales analyses
- Logistics

EDUCATION	UNIVERSITY OF IBADAN, IBADAN Post Graduate Diploma in Management	In View
	OLABISI ONABANJO UNIVERSITY BSc. Biochemistry	2010-2015
	APOSTOLIC FAITH SECONDARY SCHOOL Secondary School Certificate	2005-2010

INTERESTS	Reading and travelling
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LEADERSHIP	STATE BIBLE STUDY SECRETARY, NIGERIA CHRISTIAN CORPERS FELLOWSHIP, KWARA STATE (January, 2016-July, 2016) PRESIDENT, REDEEMED CHRISTIAN FELLOWSHIP, IKENNE CHAPTER (February, 2014-January, 2015)
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REFERENCES	KAMORU AMOO Deputy Manager, HR & Admin, Nigalex Aluminum Extrusions LTD kamoru-amoo@nigalex.com BABATUNDE IGE Head, Organizing Department, Association of Senior Staff of Banks, Insurance and Financial Institutions (ASSBIFI) Babatunde_ige2007@yahoo.com
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