

Giwa, Makinde Temitope

Supervisor, Supreme Hotel and Suites (Ibadan)

Result oriented supervisor with over nine months active experience in hospitality industry and excellent customer service deliveries. Skilled in client and co-worker interpersonal relationship, ensuring smooth operations and executing administrative obligations. A certified Health Safety and Project Management individual.

Personal Information

Phone

07031150855, 09128935833

Email

giwamakinde932@gmail.com

LinkedIn

linkedin.com/in/giwa-makinde-25b8bb1b1

Languages

English

Yoruba

Education

2019 BSc in Biological Sciences (Botany)
Kogi State University
(First Class degree honour)

Certification

2020 Project Management

2020 Health, Safety and Management

Hobbies

Reading | Yoga | Biking | Action movies

Surfing the internet

Publication

Assessment of *Barbula indica* as biomonitor of atmospheric pollutants, a case study of Obajana and Anyigba town of Kogi State. A Research project by Giwa, Makinde Temitope submitted to the Department of Biological Sciences, Kogi State University, Kogi State, Nigeria for the award of bachelor of science degree.

Experience

2022-10-

Present

Supervisor

Supreme Hotel and Suites, Ibadan

- Managing daily operation of the hotel
- Reviewing customers complaints and concern Ensuring customer's satisfaction
- Overseeing employee's performances
- Ensuring guest's safety
- Communicating hotel need
- Managing relationship between staff and management
- Reconciling each department daily finance and stocks

2022-09-

2022-07

Sales Analyst

Sose Trading Stores, Ibadan

- Waybill reconciliation
- Compelled, analyzed and reported data
- Monitored and analyzed competitive activity, customers and market trends
- Provided actionable insights to guide the sales and marketing teams.

2022-01-

2022-05

Inventory Officer/Assistant Manager

Simple Eateries Akungba, Ondo State

- Maintained stock records
- Checked supplies against invoice and purchase orders
- Received, stored and issued goods
- Monitored distribution of stocks
- Ensured customers satisfaction
- Planned the menu
- Managed equipment
- Monitored and coordinated members of staff daily activities.

2021-09-

2021-12

Credit/Loan Recovery Officer

Grooming Microfinance Ikare, Ondo State

- Ensured loan applications are in line with company's financial policy Monitored the progress of loan application processes
- Maintained records of loan applications
- Managed loan renewals through follow up meeting with clients
- Set up payment plans for client
- Recommended clients loan processing for approval to the branch manager for disbursement

Experience (*cont.*)

2021-01-2021-07 **Teacher**
Greater Tomorrow International College Ikare, Ondo State

- Planned and prepared lesson notes
- Encouraged student participation
- Researched and developed new teaching aids and materials
- Marked student work and recording performance
- Conducted assessment and overseeing examination
- Provided students with one to one support
- Communicated effectively with other teachers
- Leveraged technology to support learning
- Nurtured healthy curiosity in learners
- Provided mentorship

2012-10-2014-12 **Instructor**
Medoline Computer Institute

- Taught theory and practical application of computer system

Leadership

2019-08-2020-07 ***CLO, National Youth Service Corps scheme***

- Liaison officer between the employer and the corps members
- Managed the affairs of Corps members at the PPA level
- Ensured health and safety of corps members

2020-08 **Presiding Officer,**
Independent National Electoral Commission

- Ad hoc Presiding Officer (PO) for the Independent National Electoral Commission (INEC)
- Conducted free and fair election

2015-01-2019-07 **President, Biological Sciences Department**
Kogi State University

- Coordinated the activities of my fellow course mates
- Organized field trips to IITA Ibadan, FRIN Ibadan, Wepa farm Edo state.
- Organized seminars in the department.

References

Dr Adegeye A. Solomon
Director, Ondo State Primary Health Care
Mobile number: 08067360262
Email: adegeyesolomon@gmail.com

Dr Olubiyo T. Gloria
Lecturer, Kogi State University, Anyigba
Mobile number: 08060460045
Email: glotaiye2016@gmail.com

Mrs F.A. Ehineni
Staff, Adekunle Ajasin University Staff
School, Akungba Akoko Ondo State.
Mobile number: 08169218330