

# Ezuma, Adaeze

**Bottle Concierge/ Hostess.**

54

Alpha Beach Road, Agungi.  
Lekki.

**(234) 8153172097**

**adaezeezuma16@gmail.com**

## EXPERIENCE

### **WOG Empire, Lekki/Abuja — *Personal Assistant.***

MARCH 2023- FEBRUARY 2024

Responsible for scheduling meetings, taking notes and dealing with correspondence with clients. Answering phone calls, as well as organizing events on behalf of my manager.

### **Ogeez foods, Akoka — *Sales Supervisor/Manager.***

FEBRUARY 2023 - AUGUST 2023

Responsible for supervising employees engaged in sales, taking inventory, reconciling cash receipts. Monitor sales to ensure that customers get satisfactory services.

### **HOV Lounge, Lekki — *Bottle Concierge.***

AUGUST 2022 - MARCH 2023

Responsible for providing specialized customer service to patrons who order an entire bottle of premium wines and liquor, elegantly pour drinks for guests at parties and events.

### **Truth Beach Club, Victoria Island, Lagos. — *Hostess/ Hostess Manager.***

JUNE 2021 - SEPTEMBER 2022

Responsible for ensuring the guests feel welcomed and important, making reservations, taking phone calls, providing menus, and preparing sitting arrangements. Generally, to make guests comfortable.

## EDUCATION

### **University of Lagos, Akoka, Lagos, Nigeria — B.Sc.**

NOVEMBER 2017 - JANUARY 2024

Bachelor of Science in Cell Biology and Genetics.

## SKILLS

Social Media handling.

Detail Oriented.

Problem solving.

Email Marketing.

Supervision.

Efficient Time management.

Communication and  
interpersonal skills.

Customer Service skills.

Web Development (Current).

## AWARDS

**Best Graduating Student in  
English Language at Baptist  
Girls Academy, 2016.**

**Employee of the month for 2  
months at Truth beach club,  
Lagos..**

## LANGUAGES

Fluent in English.

Conversant in Yoruba.

