**OLAGOKE, BOLADE LIZZY**

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| 18, Abiola Shekoni Street, Abraham Estate, Lakowe PhaseII,  School Gate Bus-Stop, Ajah, Lekki Epe Expressway, Lagos State, Nigeria.  +2347061310956, +2348182705456  Email (i): **[lizzybeauty94@gmail.com](mailto:Lizzybeauty94@gmail.com)**  [Email (ii):](mailto:/lizzy_beauty94@yahoo.com)**[lizzy\_beauty94@yahoo.com](mailto:/lizzy_beauty94@yahoo.com)** |

**SUMMARIZATION**

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| * A lady of a youthful age, aiming for a career growth and development in organizations where Corporate Governance, Ethics and Teamwork are paramount to contribute my acquired administrative skills and experience and also to help me diversify my knowledge in chosen career. * To strive for excellence and precision at all times, seeking self-development, advancement, improvement, contributing the best of my abilities for the achievements of organizational goals and objectives. |

**Personal Data**

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| Date of Birth : 18th May 1990 |
| Place of Birth : Ibadan South-east |
| State of Origin : Ondo |
| Local Govt.Area : Akoko South/West |
| Marital Status : Married |
| Sex : Female |
| Nationality : Nigeria |

**OBJECTIVE**

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| With my acquired Knowledge, Skills, Ideas, and desires for success, I seek to build a challenging and rewarding career in a reputable organization. With the ability to learn fast together with a little supervision, the passion and drive in meeting organizational goals/objectives will always be guaranteed. |

**CAREER VISION**

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| Value is important to every organization. Regardless of how little, I work hard and smart to add value to every individual or department I work with. Also as a thinker, I always figure out avenues to increase the profitability of the organization. |

**EDUCATIONAL INSTITUTIONS ATTENDED WITH DATE**

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| Lagos State University, Ojo, Lagos, Nigeria: 2007-2012 |
| Yejide Girls Grammar School, Molete, Ibadan, Oyo State, Nigeria: 2003-2005 |
| Aipate Comprehensive College, Iwo, Osun State, Nigeria: 1999-2003 |
| Aipate Nursery & Primary School, Iwo, Osun State, Nigeria: 1993-1999 |

**QUALIFICATIONS OBTAINED WITH DATE**

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| Bachelor Of Science In Accounting (B.Sc Accounting): 2012 |
| Senior Secondary School Certificate: 2005 |
| First School Leaving Certificate: 1999 |

**SERMINARS & CONFERENCES ATTENDED**

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| Time Management and Effective Work Attitude; organized by Manufacturers Association of Nigeria (M.A.N) March, 2015 (Zeal Impact Consulting) |
| Occupational Health, Safety & Environment; organized by Occupational Safety Consultants and sponsored by Ragolis Waters Limited May, 2018 |

**JOB EXPERIENCE**

Ragolis Waters Limited, 64, Lagos Road, Ikorodu, Lagos - Admin. Officer, Mar 2014 –Till Date

**SCHEDULE OF DUTIES:**

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| Distribute and store correspondence (letters, emails, and packages) |
| Managing office supplies stock and placing order. |
| Maintain a company calendar and schedule appointments |
| Daily monitoring of attendance of contract staff Compilation, confirmation and processing of weekly wages of contract staff. |
| Assists in the supervision of the contract staff at their respective duty posts. |
| Maintain and update company database (Filling important and confidential document). |
| Routine reconciliation of staff’s personal cabinet with company’s records to eliminate discrepancies. |
| Update office policies as needed and any other job that may be assigned. |

Bobby’s Historikal Place,Ikorodu, Lagos. - Assistant F&B Manager, Dec 2013 - Feb. 2014

**SCHEDULE OF DUTIES:**

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| Assist in managing all F&B and day-to-day operations within budgeted guidelines and to the highest standards. |
| Identify customer’s needs and respond proactively to all of their concerns. |
| Comply with all health and safety regulations. |
| Preserve excellent levels of internal and external customer service. |
| Report to F&B Manager regarding sales results and productivity. |
| Communication, Inter-personal and Leadership skills |

Harmony Castle Hotel, Aga, Ikorodu, Lagos. - Restaurant Supervisor, April 2012 - Nov. 2013

**SCHEDULE OF DUTIES:**

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| Ability to welcome guest amiably. |
| Interacts with guests in, and as they leave the restaurant to ensure positive dining experience. |
| Answering phone calls and questions concerning the menu and restaurant related matters. |
| Seat and presents clean menus to guests in a friendly, professional and quick manner. |
| Developing innovative solution/option for the optimum operation of an organization. |
| Guest oriented and service minded. |
| Always strive to exceed guest expectation. |

**PERSONAL SKILLS:**

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| I am highly analytical, a computer literate, a dynamic team-oriented, problem solving and mastery in delegating multiple tasks with good planning and organizing skills. |
| I love to maintain sound integrity and it is my desire to be valuable asset to any growing organization with direct participation in the organizational goal. |

**HOBBIES**

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| Reading, Researching, Baking, Puzzle, & Adventure |

**REFEREES:**

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| **ENGR. KEHINDE OLAREWAJU.** |
| Maintenance Manager.  Sonel Bonel Quarry, Eketa Lagos/Ibadan Expressway.  T: +2348033779436. |

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| **MR. KEHINDE AKEEM OLALEKAN** |
| Human Resources Manager.  Ragolis Waters Limited, 64, Lagos Road, Ikorodu, Lagos, Nigeria.  T: +2348079890094, +2348025492356. |