**ALADE MERCY MOSUNMOLA**

*No 4, Kofo Abayomi Street, Victoria Island, Lagos.*

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**CORE COMPETENCE:**

Experienced in consumer relations, marketing, and hospitality. Strong in self-development, displayed high level of professionalism, excellent interpersonal and analytical skills and result oriented.

**PERSONAL DATA**

SEX: Female

DATE OF BIRTH: 4th February, 1990

MARITAL STATUS: Single

**ACADEMIC HISTORY**

* West African Senior School Certificate – (May 2009) 5 Credits

Aunty Ayo International, Obalende Lagos.

* Degree in Economics – (2011-2015) Second Class Lower

Kogi State University, Anyigba

* Completed the compulsory National youth service scheme (NYSC) in April 12 2018.

**WORK EXPERIENCE:**

**Cashier/ Account Assistant at 355 Integrated service ltd Lagos (September, 2016 till Present)**: My job function Includes:

* Recording and Filling sale records
* Reconciliation of cash and cards transactions with the sales report.
* Maintaining Debtor Ledger account
* Filling and remitting of taxes (PAYEE AND VAT)
* Carry out the day to day reconciliation of sales and expense analysis
* Prepare status report on sales transaction and report to the Accountant on a need to know basis

**Front Desk Officer at Oriki Beauty Salon and Spa in the year 2017:** My Job function Includes:

* Receiving, greeting, welcoming and taking customers bookings
* Answering questions and customers queries
* Answering all incoming calls and redirecting messages
* Keeping and collecting customer’s information and updates for target marketing
* Follow up on guest after service
* Receiving payments from customers
* Send daily, end of day sales report and analysis of sales performance to the MD

**Learning Instructor under the NYSC (National Youth Servec Scheme) (24th September 2017).**

Learning Instructor at Gracity Primary School, New road Ajah, Lagos, my job function includes:

* Counseling and coaching students on social vices like lying, stealing, fighting
* Recommend disciplinary procedures on students
* Organizing recreational activities to improve and develop students social and developmental skills

**SKILLS:**

* **Interpersonal and Team Working Skill**: Was elected the guard commander in the match parade, I was instrumental in selecting and coordinating fellow coopers during the matching parade practice.

Worked with the account team at 355 Integrated Services, I ensured that all accounts are accurate and also ensured that all internal controls are adhered to.

As a front desk officer at Oriki Beauty Salon and Spa I have developed good customer relations and service skills, good in welcoming/receiving guest, and addressing to their needs.

* **Computer and IT Skills:** Used Omaga POS System in recording and data entering of sales transaction at 355 Integrated Services Ltd.

Used Micro Soft words in my dissertation project during at the University.

* **Analytical skills and problem solving skills**: Helped in key account reconciliation at 355 Integrated Services ltd on sales and expenses.

At 355 Integrated services I helped in filling and processing payment for VAT and PAYEE

At Oriki Beauty Salon and Spa as a front desk officer, I answer customers’ queries and helped resolving issues arising especially during hours of high patronage.

INTEREST

I have acquired an interest in reading and listening to Music

**REFEREE**

Available on request