

MOYOSORE BANJOKO

Billericay · Essex
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I have exceptional customer service skills due to working in customer-facing jobs and as an admin for a small company. Through these experiences, I have gained communication, problem-solving and organizational skills. With a career gap due to housing situations, the pandemic and full-time study— I am breaking back into the working world in hopes of gaining work experience in a role I can learn from, progress in and stay loyal to long term.

EXPERIENCE

ADMIN (VOLUNTARY) – D’CLASSIC GROUP - BILLERICAY

FEB 2023 – ONGOING

Managing the business, ensuring it runs smoothly by staying on top of projects and tasks whilst anticipating the needs of workers and the owner.

- I answer incoming calls for the business and the owner— redirecting and taking messages when needed.
- Schedule meeting times, dates and venues.
- Researching to help the company find clients and evaluate where to improve.
- Making spreadsheets to organise and document confidential data.

FRONT OF HOUSE – KIMCHEE - LONDON

APR 2017 – NOV 2023

I was front of house staff at a busy restaurant in Central London.

- Dealt with sections of 4-6 tables with groups of customers ranging from 2-8 people per table.
- First or second, to tend to the most tables at the end of each shift.
- Most customers I served paid service charges and usually tipped on top.
- I served multiple large parties ranging from 10 to 20+ people a week.

EDUCATION

LLB LAW – UNIVIVERSITY EAST LONDON

AUG 2022

Graduated with a 2:1 - Options included commercial law, client practice, criminal and civil litigation.

SKILLS

- Microsoft Office: Word, Excel & PowerPoint
- Adobe photoshop
- Coding: HTML & CSS
- Communication & Conflict-resolution
- Project & Time Management
- Data Analysis

COURSES

- **BASIC ACCOUNTING** – South Essex college 2023: NCFE LVL 2 – Understanding data protection and data security, Highfield Level 1 – Health and Safety Awareness (RQF) and more.