

**ADEBAYO**

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To secure a position where my professional experience, skills and education can be utilized to ensure goals are met in a timely manner.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Professional Strengths include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Excellent Guest Relations Skills
* Cross Functional Team Training.
* Highly Motivated Person
* Continual Service Enhancements.
* Positive Upbeat Attitude.
* Professionalism in dealing with difficult clients.

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Lagos City Computer College April 2006

Diploma in Computer Science

**Professional Experience**

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Mum Restaurant

Lagos Nigeria January 2016 - 2017

Waitress

DJ Nursery and Primary School

Lagos Nigeria

School Bus Assistant November 2014 – 2015

Nadina Industries Limited,

Lagos Nigeria July 2008 – June 2013

Receptionist

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**Professional Experience - Details**

**Job responsibility**

* Greet, Welcome customers and sitting them down
* Take orders from customers
* Check with customers to ensure that they are enjoying their meals and take actions to correct any problem, communicate with customers for their satisfactions
* Collecting payments from customers, clear and clean the tables

**School bus assistant: Dj Nursery and primary School, Lagos, Nigeria**

**Job Responsibility:**

* Maintaining and ensuring cleanliness of the bus, greeting the student and parent in a respectable manner at all times
* Assisting special needs student and other passenger for the purpose of safe loading and unload of the student
* Delivering any message that needed to be done to the student parent and to the school authority while picking the student and dropping them
* Ensuring the student are well monitored while on the journey of picking and dropping them

**SECRETARY / RECEPTIONIST**: **NADINA INDUSTRIES LTD LAGOS NIGERIA**

**Job Responsibility**

* Greeting and welcoming guest / customers in the appropriate manner
* Answering the telephone using the standard phone etiquettes.
* Receive and sort daily mail/ deliveries/ couriers
* Update appointment calendars and schedule meetings
* Organizing office files and all correspondence

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**Education**

**Lagos State Polytechnic** 2012 - 2014

National diploma programme in computerscience

**Ikosi senior high school, Lagos Nigeria** 1999 - 2004

Nationalexamination council**:** high School certificate

**Bomals Nursery and Primary School** 1992 – 1998

Primary school leaving certificate

**Languages:** Fluent in English and Yoruba

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**References**

References are available upon request