**Curriculum Vitae**

**OLALERE**

**Email:** olalere.367956@2freemail.com

**Personal Profile**

* Gender : Male
* Nationality : Nigerian
* Language : English

**Objective**

To achieve professional excellence in any above mentioned field that provides me with opportunities to fully utilize and develop my knowledge, skills, information and education. I am easily motivated, confident, honest and dedicated to my job.

**Educational/Professional Qualification**

* Joseph Ayo Babalola University, Ikeji Arakeji, Osun State (B.Sc. Hons, Mass Communication 2011-2015) with a CGPA of **3.11**
* University College of Social Sciences, Poland (Double degree programme **–** B.Sc, International Relations)
* Senik International School, Ilesha, Osun State. English Lang. (C6), Mathematics (B3), Literature In English (C6), Yoruba Lang.(B2), Government (B3), Agricultural Science (C5), Economics (B3), Biology (C5), Christian Rel. Knowledge (C5)
* Agnes Nursery and Primary School, Ilesha, Osun State
* Membership Certificate for **RED CROSS SOCIETY OF NIGERIA, Cross River State Branch. (September 2015)**

**Work Experience**

**Federal Palace Hotel&Casino (5star)Lagos, Jan.2016- Feb. 2017**

**Position: Front desk Officer**

 **Duties and responsibilities:**

* Answer the phone at the front desk to respond to current and prospective guests’ needs
* Book reservations for individuals,families and groups as required
* Greet walk-in guests and guests with reservations when they arrive at the fro t desk
* Schedule special services such as spa treatments,when guests inquire
* Communicate guests’ requests and complaints to the appropriate department

**Al-Alamin Medical Hospital, Ibadan,Jan.2015 -Dec 2015**

**Position: Office boy/Messenger**

**Duties and Responsibilities:**

• Typing

• Filing

• Taking inventories

• Keeping records

• Sorting checks

• Preparing documents

• Email processing and answering Telephone calls

• Running errand messages for the management

**Pathfinder 7-Star Hotel and Suite, Abuja, 2013- 2014**

**Position: Housekeeping Supervisor**

**Duties and Responsibilities:**

* I assign different duties to my workers and inspect their work to ensure conformity with our company's operating standards.
* I collect and provide addresses of work locations such as homes, schools, hotel rooms, parks and garden, from higher desk clerk or higher authorities
* I decide and appoint who is to be the team leader based on individual's activeness
* I coordinate work activities among departments
* Organise periodic trainings on work procedures, strategies, division of labour, and equipment maintenance
* Purchase Housekeeping supplies and stock taking for accurate accountability
* Prepare reports concerning room occupancy, payroll, and department expenses
* I sometimes play the role of a cleaner in the case of staff shortage
* I screen job applicants

**Strength And Skills**

Healthy, Hand worker

Team player

Positive attitude and Boundless Energy

Quick learner innovative

Ability to adapt to situations

Hardworking

Self-believed and respect others

Diligence

Confidence

Sincerity & loyalty.

**Declaration**

I declare that the information provided above is true and correct to the best of my knowledge.