

OWOLABI OPEYEMI ANIKE

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D.O.B: 05/07/1994 | MARITAL STATUS: SINGLE

PROFESSIONAL SUMMARY

DEDICATED AND HARDWORKING MASS COMMUNICATION GRADUATE WITH STRONG INTERPERSONAL, ORGANIZATIONAL, AND PROBLEM-SOLVING SKILLS. PROFICIENT IN MICROSOFT OFFICE APPLICATIONS AND EXPERIENCED IN CUSTOMER SERVICE AND ADMINISTRATIVE ROLES. ADEPT AT WORKING UNDER PRESSURE AND COMMITTED TO ACHIEVING ORGANIZATIONAL EXCELLENCE THROUGH DILIGENCE AND INNOVATION.

EDUCATION

HIGH INSTITUTIONS OSUN STATE POLYTECHNIC, IREE	IREE, OSUN STATE 2020/2021
SECONDARY SCHOOL REAL OPTION	GAA ODOTA, ILORIN 2013

EXPERIENCE

ACCOUNTANT AT KELMAS PLACE RESTAURANT	AIRPORT ROAD IKEJA LAGOS 2024 - 2025
SUPERVISOR AT OVIVAH SUPERMARKET	BAYEKU IGBOGBO LAGOS 2023
RECEPTION AT SUBAT HOTEL	IGBOGBO IKORODU LAGOS 2022
WAITRESS AT FINGER LINKING RESTAURANT AND BAR	OGOLUWA OSHOGBO 2017

SKILLS

- EXCELLENT COMMUNICATION AND INTERPERSONAL SKILLS
- STRONG ORGANIZATIONAL AND MULTITASKING ABILITIES
- PROFICIENCY IN MICROSOFT OFFICE (WORD, EXCEL, POWERPOINT)
- INTERNET NAVIGATION AND RESEARCH SKILLS
- GOOD TYPING SPEED AND ACCURACY
- COPYWRITING AND DOCUMENTATION
- DETAIL-ORIENTED AND SELF-MOTIVATED
- HONEST, INNOVATIVE, AND A SELF-STARTER
- ABILITY TO WORK UNDER PRESSURE AND MEET TARGETS
- TEAM PLAYER WITH LEADERSHIP POTENTIAL

REFERENCE

AVAILABLE UPON REQUEST