

OLAIYA TITILAYO OMOLABAKE

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D.O.B: 4TH, July.

OBJECTIVES:

Motivated and customer-focused Procurement and Supply Chain Management (HND/OND) graduate with hands-on experience in sales, customer service, and industrial training. Proven ability to engage customers, promote products, manage inventory awareness, and support daily business operations. Experienced as a Sales Representative and Waitress, with strong communication, interpersonal, and relationship-building skills. Adaptable team player with a solid understanding of supply chain processes, sales techniques, and customer satisfaction, seeking a Sales Representative role or related opportunities where organizational and sales skills can contribute to business growth.

EDUCATIONAL QUALIFICATIONS:

THE FEDERAL POLYTECHNIC, ADO-EKITI, EKITI STATE. Procurement and Supply Chain Management (HND)	2023 – 2025
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THE FEDERAL POLYTECHNIC, ADO-EKITI, EKITI STATE. Procurement and Supply Chain Management (HND)	2020 – 2022
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BOSUNANYA MEMORIAL COLLEGE, IFO, OGUN STATE. West African Examination Council (WAEC)	2014 – 2018
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HIGH GATE NURSERY AND PRIMARY SCHOOL, EGBEDA, LAGOS STATE. First School Leaving Certificate (FSLC)	2006 – 2012
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PERSONAL SKILLS & QUALITIES:

- Able to interact effectively with clients, colleagues, and management.
- Committed to providing a positive experience and meeting client needs.
- Experienced in promoting products and closing deals.
- Works well collaboratively to achieve organizational goals.
- Quick to learn and adjust to new tasks, roles, and environments.
- Able to manage multiple tasks and maintain order in fast-paced settings.
- Skilled at identifying issues and finding practical solutions.
- Efficiently prioritizes tasks to meet deadlines.
- Ensures accuracy in work, including inventory and reporting.
- Reliable, responsible, and committed to high standards.

WORKING EXPERIENCES:

MARIO HOTEL, OJUORE OTA, OGUN STATE. Waitress	2025 – TILL DATE
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Responsibilities:

- Served food and beverages promptly, maintaining high standards of presentation and hygiene.

- Assisted in setting up and clearing tables, ensuring cleanliness and organization in the dining area.
- Provided recommendations on menu items and upsold specials to enhance customer satisfaction and sales.
- Managed billing and payment processing accurately, handling cash and card transactions.
- Coordinated with kitchen and bar staff to ensure timely delivery of orders.
- Responded promptly to customer inquiries and resolved complaints professionally.
- Maintained knowledge of daily specials, promotions, and hotel services.

LAWRAF CONSULT, ADO-EKITI, EKITI STATE.

2022 – 2023

Industrial Training (IT)

Responsibilities:

- Supported inventory management, ensuring accurate records of stock levels and materials.
- Conducted research on suppliers, market trends, and cost optimization strategies.
- Prepared reports, documentation, and presentations for management review.
- Assisted in coordinating logistics, deliveries, and distribution schedules.
- Participated in meetings and training sessions to understand business operations and procurement procedures.
- Collaborated with team members to streamline workflow and improve operational efficiency.
- Gained hands-on experience in supply chain software and documentation processes.
- Monitored compliance with company policies, safety standards, and procurement regulations.

SEAFLOX HOTEL, OJUORE OTA, OGUN STATE.

2018 – 2020

Front Desk Officer

Responsibilities:

- Welcomed guests courteously and ensured a positive first impression of the hotel.
- Managed guest check-in and check-out procedures efficiently and accurately.
- Handled room reservations, cancellations, and modifications via phone, email, and hotel systems.
- Provided guests with information about hotel services, facilities, and local attractions.
- Responded promptly and professionally to guest inquiries, requests, and complaints.
- Coordinated with housekeeping and maintenance departments to ensure room readiness and resolve issues.
- Processed guest payments, billing, and cash/credit transactions accurately.

HOBBIES & INTERESTS:

- Customer Engagement & Networking
- Sales & Marketing Trends:
- Team Activities & Collaboration
- Problem-Solving & Challenges
- Supply Chain & Logistics Insight

REFEREES:

Available On Request