

PEACE OPEYEMI JIMOH

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No 26 Jimoh Isiaka street Oriokuta estate Ikorodu Lagos.

PROFESSIONAL SUMMARY

Peace is a focused administrative professional with strong skills in lead generation, customer relationship management, and sales. Accomplished in delivering exceptional support to demanding clients, with proven experience in related roles. Passionate about improving service quality, expanding knowledge, and consistently exceeding expectations.

EDUCATIONAL QUALIFICATION

Olabisi Onabanjo University (OOU)

B.Sc. Cooperative Management and Rural Development (2019 - 2024)

Lisaville High School Eyita Agbeye Ikorodu road

Senior Secondary School Leaving Certificate (SSCE). (2012 - 2017)

PROFESSIONAL EXPERIENCE

Receptionist / Front Desk Officer. (2025 - 2026)
Clint Cottage Hotel & Lounge

- Welcomed guests and provided a professional first point of contact.
- Handled guest check-ins and check-outs efficiently.
- Managed room reservations, bookings, and cancellations.
- Answered incoming phone calls and responded to emails and guest inquiries.
- Processed payments, issued invoices, and maintained accurate billing records.
- Resolved guest complaints and escalated complex issues when necessary.

INTERN

Olabisi Onabanjo University Staff C.M.S – IT Department. (2023 - 2024)

- Assisted supervisors and team members with day-to-day tasks and assigned projects.
- Collaborated with colleagues to brainstorm innovative ideas and develop solutions.
- Prepared reports, presentations, and documentation for team use.
- Supported administrative duties including scheduling, file organization, and record management.

INFORMATION AND COMPUTER TECHNOLOGY (ICT) TEACHER.
Government Day Junior Secondary School (KWARA STATE).

(2024 - 2025)

Achievement and responsibilities.

- Taught students computer literacy, programming, software applications, and internet safety.
- Prepared lesson plans, teaching materials, and practical assignments.
- Assessed students' performance through tests, projects, and continuous assessments.

COMMUNITY ENGAGEMENT

DRUG FREE CDS (NYSC) –

(2024–2025)

CORE SKILLS

- Communication & interpersonal skills
- Teamwork & collaboration
- Customer service orientation
- Time management & organizational skills

REFERENCE

Mr Onasola.

Position - IT Facilitator

Contact - 08147368432