

ITOJE ONORIODE

Zone 6 old Vigilante off Okada Junction Duste Alhaji, Abuja

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BIO DATA:

Date of Birth	18 th September, 1985
State of Origin	Delta State
Local Govt	Isoko North
Religion	Christian
Sex	Male
Nationality	Nigeria

PROFESSIONAL SUMMARY

I am an enthusiastic, self-motivated reliable and hard working person I am a mature team worker and adaptable to all challenging situations. I Am able to work well both in team environment and as well as using my own initiative. I am able to work well under pressure and adhere to strict deadline.

SKILLS

- Excellent interpersonal communication and team man ship skills.
- Creative innovation approach to work and solving problems.
- Conversant with the various human problems and high skills in providing solutions.
- Ability to manage people and resource.
- Microsoft Office (Words and Excel)
- Ability to work with little or no supervision
- Administrative and Organization skills.

WORK HISTORY

Supervisor

2025

Sunnycrest Hotel, Bar & Restaurant

- Managed day-to-day activities.
- Training and hiring of staffs.
- General supervision and performance management of the organisation.
- Problem solving.
- Preparing budget, tracking revenue and expenses.
- Overseeing inventory levels.
- Ensuring compliance to safety and health regulations.

- Building and maintaining cordial relationship between staffs and customers.
- Facilitating organisation branding through promotion and marketing.

Cash Processing Supervisor

2020-2025

Banker Warehouse Abuja

- Reporting to the Cash processing manager on activities carried on the cash floor
- Interface between the Cash processing floor and client
- Managing and overseeing activities of cash processor, vault officers on the cash floor
- Responsible for making sure client get their asset (Cash note) when requested on time
- Effective organization skills
- Providing training orientation for new staff

Vault Manager

2015-2020

Banker Warehouse Abuja

- Responsible for the security and proper handling of client (Banks) assets
- Over the daily operations of the vaults
- Maintaining an Electronic and hard copy file system
- Responsible for the supervision of activities of vault officers
- Arranging/labeling of client assets properly in the vault
- Ensuring vault laws and procedures are followed by other staff
- Ensuring client assets are in good shape before vaulting in and also before vaulting out
- Interfacing with client on daily basis on way of ensuring proper services is rendered

Head Teacher Academics

2012-2015

Luther Academy

- Monitoring and coordinating Teaching Scheme
- Ensuring proper teaching methods are used

Store Keeper

2004-2005

Wokson Construction Limited, Delta State

- Responsible for the security and proper handling of company goods

- Arrangement of company goods
- Maintaining filing system for goods supplied and used
- Keeping records of company goods

Power Holding of Company of Nigeria (Industrial Training) 2008

EDUCATION QUALIFICATION

Delta State University Abraka

Bachelor of Science: Physics 2009

College of Education Demonstration Secondary School, Warri Delta State

Senior School Certificate: WAEC 2002

HOBBIES

Reading, Playing Strategic Board Games

REFEREES

Available on request