

SANNI TAJUDEEN ABIOLA

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OBJECTIVE

experienced Personal Assistant with 3+ years of expertise in interpersonal relationship and property managements. Also, delivering exceptional guest experiences. proven track record in implementing innovative marketing strategies to enhance customer satisfaction, increase revenue and maintain a positive reputation in the hospitality industry. adopt as leading teams, optimising operations and ensuring the highest standards of service.

EXPERIENCE

June 2021 – Feb. 2022

Personal Assistant to the CEO (Otunba Kay Property and Investment)

- Prepare the Chairman's appointment and scheduling
- Received and send emails and vital information on behalf of the chairman
- Monitor staff development and advise the Chairman on decision making
- Represent the chairman in meetings and other functions as required.
- Overseeing the Chairman's projects and property maintenance

April 2022 – Dec 2023

Assistant Hotel manager (Kay Providence Hotel & Events)

- Closely collaborated with the hotel manager in overseeing daily operations, ensuring seamless coordination between departments.
- Coordinating the hotel affairs and adhering to customers preferences, seasonal availability and profitability.
- Developed and executed marketing campaigns leading to 10% increase in business volume.
- Coordinate seasonal promotion and customer incentives.

Jan. 2024 – March 2025

Hotel Manager (Helen Tee Westend Hotel & Suite)

- Oversee daily operation of the hotel, ensuring smooth operation and efficient functioning of all departments.
- Lead a team of 12 staff members including waiters, laundry, kitchen staff and support staff, providing guidance, training, motivations collaborate with suppliers to deliver quality service.
- Monitoring guest feedback initiatives, resulting in 20% improvement in sales and management.
- Organises business promotional programme and event to increase sales volume
- Organises staff training often and customer relationship compliance

EDUCATION

Obafemi Awolowo University Ile-Ife, Osun State
(2004 -2009)

Lagos City Polytechnic, Ikeja Lagos (2003-2006)

Male Comprehensive High School Igbesa, Ogun state
(1998-2002)

SKILLS

- Staff training and development
- Inventory Management
- Marketing strategies
- Cost control
- Customer service
- Facility Management
- Licensed driver

ADDITIONAL EXPERIENCE

Jan 2025 -April 2025 (BRG Real Estate Consultancy)
(Independent Marketer)

- Working with team of expert as an independent marketer
- Trainer and Event planner proficiencies
- Property inspection and facility management.

CERTIFICATION

- Critical Thinking for Self Development June 2022
(Metropolitan School of Business and Management UK)
Online Programme.

REFERENCE

Available on request