

AKINYANBI TAIWO AZEEZ

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Personal Profile Statement

I am a young enthusiastic graduate, very committed and result oriented individual, with high level of discipline, working towards actualizing the desired objectives of an organization and to advance their status, and to help to harness, make effective and efficient utilization of her resources in order to achieve her desired goals.

Skills

- ✓ Effective Communication
- ✓ Critical Thinking
- ✓ Time Management
- ✓ Proficient in computer operation
- ✓ Excellent skills in Microsoft office usage
- ✓ Excellent IT skills
- ✓ Excellent interpersonal skills
- ✓ Project Management skills
- ✓ Basic Health, Safety and Environment skills

Education

AGRICULTURAL AND BIO-ENVIROMENTAL ENGINEERING (HND) <i>Federal Polytechnic Bauchi, Bauchi State</i>	2019
AGRICULTURAL AND BIO-ENVIROMENTAL ENGINEERING (ND) <i>Federal Polytechnic Bauchi, Bauchi State</i>	2014
SSCE/WAEC <i>Atorise Comprehensive College, Olorunda Aba, Ibadan, Oyo State</i>	2010
FIRST SCHOOL LEAVING CERTIFICATE <i>Oluwatoyosi Nursery and Primary School, Bashorun, Ibadan, Oyo State</i>	2004

Experience

NATIONAL SERVICE

Bauchi State College of Agriculture, Bauchi State.

June 2019 –Mar. 2020

Position: NYSC Intern

Responsibilities:

- ❖ Prepare, administer, and grade tests, assignments, and exams to evaluate students' progress.
- ❖ Observe and evaluate students' performance, behavior, social development and physical health.
- ❖ Obey directives and carry out assignments given to me by my superiors.

DUTY MANAGER

Destination Bauchi Hotel, Bauchi, Bauchi State.

Jan. 2018 – June 2019

Position: Night Duty Manager

Responsibilities:

- ❖ Handling customer and employee issues during the night shift.
- ❖ Preparing everyday daily duty reports and submit to management.
- ❖ Ensuring that security and safety regulations are met.
- ❖ Ensuring employees productivity by monitoring duty posts during the night shift.
- ❖ Meeting with upper management to stay up-to-date with organization changes, issues and improvements.

RECEPTIONIST/CASHIER

Destination Bauchi Hotel, Bauchi, Bauchi State.

Sep. 2017 – Jan. 2018

Position: Billing Supervisor/ Receptionist

Responsibilities:

- ❖ Handle cash, credit and check transactions with customers.
- ❖ Count money in cash drawers at the beginning and end of shifts to ensure that amount are correct.
- ❖ Entering of daily transactions into the daily transaction book.
- ❖ Supervision of other cashier on shift and checking the receipt and cash book to make sure everything correlate.
- ❖ Resolve customer complaints, guide them and provide relevant information.
- ❖ Answering and directing of incoming calls
- ❖ Maintaining of clear and accurate records of guest room booking.
- ❖ Compute all guest billings, accurately post charges to guest rooms and house accounts.
- ❖ Listening and responding to guest queries and requests both in-persons and by phone.

WAITER

Destination Bauchi Hotel, Bauchi, Bauchi State.

Aug. 2015 – Sep. 2017

Position: Restaurant Waiter/Cashier

Responsibilities:

- ❖ Always provide excellent customer services.
- ❖ Cooperate and communicate with all serving and kitchen staff.
- ❖ Adhere to all relevant health department rules/regulations and all customer service guidelines.
- ❖ Take and serve food/drinks orders.
- ❖ Deliver checks and collect payments.
- ❖ Keeping accounts of sales and record of stocks.

SALES REPRESENTATIVE / ATTENDANT

The Book Center, Bashorun, Ibadan, Oyo State.

Sep. 2010 – May 2011

Position: Sales Representative / Shop Attendant

Responsibilities:

- ❖ Giving sales presentations to a range of prospective clients.
- ❖ Preparing and submitting sales contracts for orders.
- ❖ Answering client questions about products, price and availability.
- ❖ Perform shop assistance duties in maintaining and running the shop.
- ❖ Entering of inventory for control management purposes.

Certification /Training

- NYSC : Certificate of National Service 2020
- CIEHS Certification : Health, Safety and Environment (H.S.E) 1,2& 3 2019
- CISCO Certification : IT Essential 2020
- CRC, Bauchi : Trained in Project Management 2020
- CRC, Bauchi : Trained in Monitoring and Evaluation (M&E) 2020

Leadership Experience

- Member of Young African Leadership Initiative (YALI), Bauchi Chapter 2019 – Present
- President, Department of Agricultural and Bio-Environmental Engineering 2017/2018
- P.R.O, Agric. Department M.S.S.N, Federal Polytechnic Bauchi. 2017/2018
- Director of Socials, Dept. of Agricultural and Bio-Environmental Engineering 2012/2013

Languages

- English
- Yoruba
- Hausa

Referees

Mr. Ishiaku Ibrahim

Lecturer, ABET Dept, Federal Polytechnic Bauchi.

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Miss Mary Adikwu

Former, F&B Manager, Destination Bauchi Hotel, Bauchi.

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