YAKUBU OLUWAKEMI TOYIN

Road 3 extension, akintounde estate, magboro, Ogun state. | 07047097001 | oluwakemiyakubu@ymail.com

Summary

Detail-oriented professional with experience in cashiering and office supervision. Skilled in order processing, customer service, record keeping, payment verification, data entry, and maintaining accuracy in daily operations. Organized, reliable, and able to work effectively in fast-paced environments.

Work Experience

Cashier
Wellness supermarket and pharmacy
June, 2017 - December, 2017

Handled daily cash transactions and issued receipts
• Maintained accurate records of sales
• Resolved payment issues and supported customers
• Ensured proper cash handling procedures

Cashier
Wisebuyers supermarket
July, 2021 - December, 2023

Processed cash, POS and transfer payments accurately
• Balanced cash drawer at the end of each shift
• Provided excellent customer service and handled inquiries
• Assisted customers with purchases and checkout processes
• Maintained a clean and organized checkout area.

Waitress
Ikoyi club 1938
February, 2024 - December, 2025

Welcomed and attended to guests professionally
• Took orders and served food and beverages efficiently
• Handled payments and operated POS system
• Maintained cleanliness and hygiene standards
• Worked with team members to ensure excellent guest experience.

Office supervisor
NAIDCARE
January, 2026 - present,

Supervised daily office operations and ensured smooth workflow.
• Coordinated and monitored the activities of office staff.
• Maintained proper records, files, and documentation.
• Handled office correspondence including emails and phone calls.
• Prepared reports and updated management on office activities.
• Ensured office policies and procedures were followed.
• Managed office supplies and ensured availability of necessary materials.
• Assisted in scheduling meetings and coordinating office activities.

Education

Ordinary National Diploma in Accounting
Federal Polytechnic Ilaro, Ogun state
January, 2018 - December, 2020

Made With Resume Builder!

Skills

- Cash handling and Pos operation
- Microsoft word and basic computer skills
- Record keeping and attention to detail
- Customer service and communication
- Teamwork and reliability
- Problem solving

Made With Resume Builder!