

AKINADE OMOBOLAJI

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SUMMARY

Motivated graduate with completed NYSC service and strong communication, interpersonal and organisational skills. Adept at engaging with people professionally, presenting information clearly, maintaining accurate records and managing multiple responsibilities. Patient, approachable and adaptable, with experience building positive relationships with students, parents, colleagues and customers. Eager to contribute to a professional organisation in a Front Desk role by creating a welcoming and efficient experience for visitors and customers.

EDUCATION

Federal University of Agriculture, Abeokuta

B.FW.M. Forestry & Wildlife Management (2020 – 2025)

WORK EXPERIENCE

Basic Technology Teacher (NYSC)

Lisbab College | 2025 – Present

- Build positive relationships with students, parents and colleagues through effective communication.
- Explained complex concepts in a clear and engaging manner to diverse audiences.
- Organised classroom activities and maintained accurate records.
- Managed multiple responsibilities while meeting deadlines.
- Supported student assessments and provided constructive feedback.

Business Owner (Part-time)

Provisions & Foodstuff Business | 2021 – 2025

- Sold provisions and food items to students and residents, delivering excellent customer service and building a loyal customer base.
- Identified customer needs and recommended suitable products, contributing to repeat patronage and customer satisfaction.
- Managed inventory by monitoring stock levels, restocking products, and minimising losses.
- Handled daily cash transactions, maintained sales records, and ensured accurate reconciliation of revenue.

CORE COMPETENCIES

Front Desk Support | Customer Service | Communication | Reception & Visitor Relations | Record Keeping | Telephone & Verbal Communication | Organisation | Time Management | Problem Solving | Adaptability