

O Y A S O R I K H A P O A N T H O N Y

GENERAL SUPERVISOR / RECEPTIONIST

IKEJA • LAGOS • NIGERIA

Phone Calls: +2348028352906; WhatsApp: +2348137089190; E-mail: anthony.oyasor@gmail.com

Career Objective;

Experienced hospitality professional with several years of supervisory, administrative and guest-service experience. Strong ability to coordinate people, organize daily activities, communicate professionally with guests and colleagues, and support efficient front-office operations. Holds a B.Sc. in Business Administration (Second Class Upper Division) and an MBA in view. Reliable, self-motivated and well suited to General Supervisor and Receptionist positions in a hotel environment.

Personal Details;

- Date of Birth - November,3,1985
- Sex - Male
- Marital Status - Married
- Nationality/State/L.G.A - Nigeria/Edo/ Etsako
- Languages - English, French, Benin, Pidgin, Hausa, Efik and Igbo

Educational Background;

Year of Graduation	Institution(s)	Qualification(s)
2018	Lagos State University, Lagos State.	Master in Business Administration (in view)
2004	University of Lagos Akoka, Lagos State	B.Sc. Business Administration Second Class Upper Division
1998	Gboko High School, Gboko south, Benue State.	Senior Secondary Certificate Examination (SSCE)

Core Competencies;

- General supervision; Reception & front-desk support; Guest relations; Customer service; Staff coordination; Planning & organization; Administrative support; Communication; Reporting; Problem solving; Microsoft Word & PowerPoint; ICT & internet use.

Computer Skill;Proficiency with Microsoft Word, PowerPoint, internet use and ICT-based visual demonstrations.

Hobbies;Reading inspirational and educative books, athletics, attending social events and travelling.

Personal Skill Analyses &Competence;

- Integrity and honesty.
- Excellent conceptual and interpersonal skills.
- Resilient, innovative, creative and self-motivated.
- Good team player with strong analytical and reporting skills.
- Good representational, networking and influencing skills.
- Natural at planning and organizing of person(s)
- Resourceful person with aptitude to understand new areas of findings.
- Excellent written, oral communication, research and presentation skills.

Job Experience(s);

Name of Company	Job Title	Date
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LTINA LUXURY APARTMENTS 2, Francis Omojade Crescent, off Howard Deafening Street, Eti-Osa, Lagos	General Supervisor / Receptionist: Coordinated daily activities and supported smooth front-office and guest-service operations. Assisted guests professionally and maintained effective communication with staff and visitors. Supported staff coordination, planning, organization and administrative reporting.	2023 – 2026
SINCLAIR GUEST HOUSE 30 Yedseram Street, Maitama, Abuja	General Supervisor / Receptionist: Coordinated daily activities and supported smooth front-office and guest-service operations. Assisted guests professionally and maintained effective communication with staff and visitors. Supported staff coordination, planning, organization and administrative reporting.	20th December, 2016 – 15th June, 2020
TRANQUIL MEWS HOTEL Plot 1079, Umar Shuaibu Avenue, off Good Tidings Church, off Ngozi Okonjo-Iweala Road, Utako, Abuja	General Supervisor / Receptionist: Coordinated daily activities and supported smooth front-office and guest-service operations. Assisted guests professionally and maintained effective communication with staff and visitors. Supported staff coordination, planning, organization and administrative reporting.	1st September, 2012 – 26th November, 2016
VILLA THIRTY THREE 33 Jayjay Oladimeji Close, off Freedom Way, Lekki Phase 1, Lagos	General Supervisor / Receptionist: Coordinated daily activities and supported smooth front-office and guest-service operations. Assisted guests professionally and maintained effective communication with staff and visitors. Supported staff coordination, planning, organization and administrative reporting.	28th July, 2009 – March, 2012
TRIPLE TEE HOTEL 10 Abiona Close, off Falolu by Akerere, Surulere, Lagos	General Supervisor / Receptionist: Coordinated daily activities and supported smooth front-office and guest-service operations. Assisted guests professionally and maintained effective communication with staff and visitors. Supported staff coordination, planning, organization and administrative reporting.	5th August, 2008 – 2nd February, 2009

REFEREES

DR KAYODE OYAWOLE

Faculty of Business Administration
Department Of Finance
University Of Lagos ,Akoka, Yaba, Lagos.
08189311265, 08159227210

MR ALFA ISAIAH

First Bank Nigeria

Coomassie House

777 Muhammadu Buhari Way Ahmadu

Cbd, Abuja, Fct

08037871383, 08114936008

DR. ELIAS ALFA

Union Bank of Nigeria

Head Cashier

Ogba Branch,

Lagos.

08060212482