

AREMU MARIAM OMOTUNRAYO



Abuleijsha, Yaba, Lagos



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SKILLS

- Effective leadership qualities



- Customer-oriented



- Attention to detail



- Great attitude



- Problem-solving skills



- Communication skills



- Efficient and cost-conscious



- Worksite safety



EDUCATION

- Tai Solarin University of Education, Ijagun, Ijebu Ode.
 - **B.Sc in Edu** (Hons).
 - **Educational Technology (2020)**
- Zumratul Islamiyyah Senior Secondary School.
 - **SSCE (2019).**

PROFESSIONAL SUMMARY

Desire to work in a progressive organization where I can contribute my quota towards the development of the organizational goal, while adding knowledge to experience.

WORK HISTORY

Graceland Law Chambers

Lawanson, Surulere, Lagos State.

Position: Front Desk (Jan 2025 – Till date)

Duties:

- I warmly greet guests upon arrival. Check-ins and check-outs are handled efficiently. I ensure a pleasant atmosphere throughout their stay.
- I provide exceptional service to clients every day. Address inquiries and concerns promptly. I assist with scheduling consultations and meetings.
- I help manage case files and documentation. Accurate record-keeping is crucial for our operations. I ensure all materials are organized and accessible.
- I serve as the main contact for clients and attorneys. I share information about legal services and procedures.
- I process client payments and manage billing inquiries. Accurate financial records are vital for the firm. I handle transactions with professionalism and care.

Regal Consulting Limited

Ikeja, Lagos State.

Position: Front Desk/Receptionist (July 2018 – Oct. 2019)

Duties:

- **Guest Check-In/Check-Out:** Efficiently manage the check-in and check-out processes for guests, ensuring a smooth and welcoming experience.
- **Customer Service:** Provide excellent customer service by addressing guest inquiries, resolving complaints, and offering assistance with reservations and accommodations.
- **Reservation Management:** Handle room bookings and cancellations, utilizing hotel management software to maintain accurate records.
- **Communication:** Serve as the primary point of contact for guests, communicating information about hotel amenities, services, and local attractions.
- **Payment Processing:** Process payments, manage cash transactions, and maintain accurate financial records.