

Ayoola Ayomide Christianah

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Objective

A highly motivated and organized professional seeking a challenging opportunity in a reputable organization where I can leverage my experience in inventory and stock management, restaurant and food operations, customer service, administration, personal assistance, and team coordination. I am committed to applying my strong organizational, communication, problem-solving, and attention-to-detail skills to support efficient operations, maintain high professional standards, and contribute meaningfully to the growth and success of the organization.



Experience

Rotimi and Sons Firm

2015 - 2019

Personal Assistant & Secretary

- * Managed schedules, appointments, meetings, documents, and day-to-day administrative activities.
- * Maintained organized records and handled confidential business information professionally.

Food Business Owner.

2019 - 2022

- * Managed ingredient sourcing, purchasing, stock levels, storage, and packaging requirements to support daily food orders.
- * Monitored stock usage, portion control, and wastage to minimize spoilage and maintain cost efficiency.
- * Coordinated with suppliers and maintained organized records of purchases, supplies, and operational requirements.

Private Households & Individual Clients

2019 -

Private Chef/Food Tutor

- * Plan menus, organize ingredients, and manage food preparation efficiently according to client requirements.
- * Manage ingredient sourcing, portion control, kitchen inventory, and food usage to minimize waste and support cost efficiency.
- * Maintain high standards of kitchen hygiene, food safety, cleanliness, and proper food storage.
- * Prepare meals for individuals, families, and private occasions while maintaining consistency, quality, and presentation.
- * Organize kitchen supplies and ingredients to support smooth and timely meal preparation.

● **Goldmine Kitchen**

2022 - 2024

Restaurant Manager/Customer Service

- * Oversaw inventory, stock control, ingredient availability, supplier coordination, and daily restaurant operations.
- * Monitored food quality, hygiene, storage, usage, and wastage to maintain standards and reduce losses.
- * Coordinated with kitchen staff and suppliers to ensure adequate stock for daily production and customer orders.

● **Belihan Schools**

2023 - 2025

English language and Literature in English Teacher

- * Prepared structured lessons, assessments, and academic records while maintaining strong attention to detail.
- * Managed classroom activities and communicated effectively with students, colleagues, and parents.

● **Whizz Internet**

2023 - Till date

Customer Service Representative

- * Maintain accurate and detailed records of customer interactions and service requests.
- * Respond to customer inquiries professionally and resolve complaints efficiently.
- * Provide accurate information, follow up on outstanding issues, and escalate complex matters appropriately.



Education

● **LifeLine Comprehensive College, Ibadan**

2014

SSCE.

● **Soteria Business School, Ibadan**

2020

Diploma in Business Administration

● **Digital Witch Support Team**

2023 till date

Certificate of Honor in IT Support

● **University Of Ibadan**

2024

Business Administration



Skills

- * Inventory & Stock Control
- * Food & Ingredient Management
- * Procurement & Supplier Coordination
- * Record Keeping & Spreadsheets

- * Restaurant & Catering Operations
- * Administrative & Organizational Skills
- * Food Safety, Storage & FIFO
- * Team Coordination & Supervision
- * Attention to Detail & Time Management



Reference

- Available On Request - ""