

BAMIGBOYE JOSEPH TIMILEYIN

Lagos, Nigeria | Willing to Relocate 08167930621 bamigboyejosephthrone@gmail.com
<https://www.linkedin.com/in/joseph-bamigboye-107808185>

PROFESSIONAL SUMMARY

Customer-focused and results-driven professional with over five years of experience in hospitality, administration, education, and service-based roles. Skilled in customer relationship management (CRM), operational coordination, inventory management, sales monitoring, cost control, and team supervision. Demonstrates strong communication, adaptability, and the ability to thrive in fast-paced environments.

EDUCATION

University of Oye-Ekiti, Oye-Ekiti. B.Sc. Political Science (2nd Class Upper)October 2019 – February 2025

WORK EXPERIENCE

Inventory & Operations Officer, Billy Mart Supermarket

March 2026 – Present

- Manage stock levels, maintain accurate inventory records, and coordinate timely replenishment across all product categories.
- Monitor sales movement, support cost control measures, and prepare operational reports for management review.
- Implemented a structured stock monitoring system that reduced discrepancies and improved inventory accuracy.
- Consistently maintained zero critical stock shortages through proactive replenishment coordination.

Class Teacher (NYSC), Baptist Comprehensive College, Mokwa, Niger State

Feb 2025 – Nov 2025

- Taught and managed students across JSS1 to SS3, preparing lesson plans, tests, and examinations in line with the approved curriculum.
- Maintained accurate records of student attendance and performance while collaborating with staff on academic planning.
- Delivered consistent improvement in student academic performance through structured lesson delivery and mentorship.
- Recognised for strong classroom management and student engagement across multiple class levels simultaneously.

Cook & Kitchen Operations Coordinator, Spicy and Crispy Restaurant

Jul 2023 – Apr 2024

- Prepared and presented meals to quality and hygiene standards while coordinating kitchen supply and inventory management.
- Monitored stock usage and collaborated with team members to ensure smooth and efficient kitchen operations.
- Improved kitchen workflow contributing to a measurable reduction in service time.
- Supported cost control measures that reduced kitchen wastage and protected profitability.

Operations Supervisor, Service Apartment Company

Jan 2022 – Aug 2022

- Supervised daily operations, coordinated staff schedules and performance, and enforced compliance with SOPs and company policies.
- Managed logistics, handled opening and closing procedures, and resolved guest-related issues efficiently.
- Implemented staff monitoring systems that improved accountability and significantly reduced guest complaints.
- Successfully trained and developed team members resulting in measurable improvement in service delivery standards

Assistant Hotel Manager, Lam D.J Hotel

Apr 2018 – Sept 2019

- Assisted in overseeing daily hotel operations across front desk, housekeeping, and F&B departments, supporting staff scheduling, performance management, and operational reporting.
- Handled guest escalations, monitored room occupancy and revenue performance, and supported budgeting and cost control coordination.
- Contributed to consistent improvement in guest satisfaction scores through proactive complaint resolution and service standard enforcement.

- Supported a reduction in operational costs through disciplined procurement coordination and cost control monitoring.

Hotel Supervisor, Lam D.J Hotel

- Supervised front desk, housekeeping, and general hotel operations across shifts, managing staff schedules, assigning duties, and monitoring floor performance.
- Conducted shift handovers, maintained accurate operational logs, and supported the Assistant Manager in daily coordination.

Aug 2018 – Apr 2018

- Maintained consistently high service standards across all shifts resulting in improved guest satisfaction and reduced escalations.
- Developed a reliable shift handover process that eliminated operational gaps between morning and evening teams.

Receptionist / Housekeeper, Lam D.J Hotel

- Managed all front desk operations including guest check-in, check-out, and reservations handling while maintaining room cleanliness and hospitality standards.
- Delivered excellent customer service and coordinated with internal teams to ensure seamless guest experiences.

Aug 2017 – Aug 2018

- Consistently received positive guest feedback for professionalism and attentiveness at the front desk.
- Demonstrated strong initiative by assuming supervisory responsibilities during supervisor absences, managing staff on duty and resolving guest concerns independently.

Housing Agency (Intern), ALLAH DEY

- Assisted with basic administrative and client support tasks including property listing and client inquiries.
- Gained foundational experience in customer service and operations coordination.

Jun 2017 – Aug 2017

- Successfully supported client onboarding processes contributing to smooth property listing operations.
- Developed strong communication and administrative foundations that have underpinned every subsequent role.

TECHNICAL SKILLS

- Administrative Support & Office Coordination
- Front Desk & Customer Service Operations
- Inventory Management, Stock Control & Cost Control
- Sales Monitoring & Operational Reporting
- Staff Supervision & Team Coordination
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Record Keeping & Documentation
- Data Entry & File Management

SOFT SKILLS

- Excellent Verbal & Written Communication
- Strong Interpersonal & Relationship-Building Skills
- Leadership & Teamwork
- Problem-Solving & Conflict Resolution
- Attention to Detail & Accuracy
- Professionalism & Integrity
- Ability to Work with Minimal Supervision
- Customer-Focused Mindset

INTERESTS

Education & Personal Development | Operations & Administration | Hospitality & Customer Service | Team Leadership