

Benedict Precious

Lagos 100242

benedictprecious5me5c_3b8@indeedemail.com

+234 913 731 0933

Work Experience

RECEPTIONIST, ACCOUNTANT, STORE ASSISTANT

Elomaz Hotels-Lagos

September 2025 to Present

During my experience at Elomaz Hotel, I worked in the reception, accounting, and store departments.

As a receptionist, I welcomed guests, handled check-ins and check-outs, managed reservations, answered phone calls, and responded to guest inquiries. I also maintained guest records, processed payments, and coordinated with housekeeping to prepare rooms.

In the accounting department, I assisted with recording daily transactions, budgeting, organizing financial documents, and tracking hotel income and expenses while filing receipts.

In the store department, I received and inspected supplies, recorded inventory, issued materials to departments, monitored stock levels, and applied FIFO and LIFO methods for proper material management.

Education

Hospitality and tourism management (B.sc)

IMO STATE UNIVERSITY-Owerri

September 2019 to September 2023

Skills

- Ability to follow instructions
- Microsoft Office
- Maintenance
- Communication skills
- Customer service
- Leadership
- Organizational skills
- Android