

OKEOWO TOYOSI ESTHER

Ikeja, Lagos. |okeowodolapo94@gmail.com | 09069718824

PROFESSIONAL SUMMARY

A dedicated and innovative professional seeking a challenging role to contribute to the actualization of organizational goals by applying strong interpersonal, multi-tasking, and problem-solving abilities to enhance operational efficiency and achieve excellent results

WORK EXPERIENCE

Jolac Apartment | 2022 – 2024

Supervisor

- Managed front-desk operations, ensuring a seamless and welcoming experience for all guests and visitors.
- Applied excellent communication skills to handle guest inquiries, check-ins, and check-outs efficiently and professionally.
- Contributed to the organization's actualization of objectives through innovative approaches to daily tasks.

D-Lawrence Court | 2018 – 2020

Supervisor

- Served as the primary point of contact, managing reception duties and coordinating internal communications for guests and staff
- Thrived under pressure to meet all administrative and guest-related deadlines efficiently
- Maintained a highly organized and productive front-office environment through proactive, independent task execution

SKILLS

- Effective Time Management
- Creative Problem-Solving
- Active Listening
- Efficiency Under Pressure
- Critical Thinking
- Talented Customer Services

EDUCATION

Higher National Diploma (HND)

The Polytechnic Ibadan | 2023 – 2025

National Diploma (ND)

Rufus Giwa Polytechnic | 2020 – 2022

INTERESTS

- learnin new skills
- Research
- Reading

REFERENCES

- Available on Request