

HASSAN OREOLUWA ESTHER

5 Baba Kunbi Daodu Close, Ifako-Ijaye Lagos.

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PROFESSIONAL SUMMARY

Detail-oriented accounting graduate with practical experience in cashier operations, hospitality service, and administrative support. Skilled in Microsoft Word and Excel for record keeping, documentation, and basic data management. Possesses strong communication skills and a good customer service attitude. Seeking an opportunity to contribute to organizational efficiency and growth.

EDUCATION

Moshood Abiola Polytechnic (MAPOLY), Abeokuta Ogun State - 2023
National Diploma (ND) & Higher National Diploma (HND) – Accounting

Immaculate Heart Comprehensive High School, Maryland Lagos - 2016
West African Senior Secondary Certificate

City of Grace Nursery and Primary School, Alapere Ketu Lagos – 2010
Primary School Leaving Certificate

CERTIFICATION

National Youth Service Corps (NYSC) - 2026

WORK EXPERIENCE

Administrative Support (IT / Records)
Education District 1 Headquarters, Lagos (NYSC)

- Drafted and typed official letters and documents.
- Used Microsoft Excel for data entry and basic record management.
- Assisted with office organization and documentation.

Cashier

Chicken Republic, Abeokuta

- **Handled daily cash transactions accurately and efficiently.**
- **Processed customer payments and issued receipts.**
- **Maintained proper cash records and balanced daily sales.**
- **Delivered excellent customer service in a fast-paced environment.**

Waitress

Fountain Blue Hotel, Abeokuta

- **Attended to guests professionally and ensured customer satisfaction.**
- **Took food and beverage orders and served promptly.**
- **Maintained cleanliness and hygiene standards.**
- **Worked collaboratively with kitchen and service staff.**

SKILLS

- **Microsoft Word**
- **Microsoft Excel**
- **Cash handling and record keeping**
- **Basic data entry**
- **Customer service**

SOFT SKILLS

- **Communication**
- **Teamwork**
- **Time management**
- **Attention to detail**

REFEREES

Available upon request.