

OLADUMOYE OMOTAYO EMMAUNEL

+234 705 450 4859 | mrfantastic9429@gmail.com | 57, Caldoso Road, Makinde Bstop, Ayobo, Lagos

Education

(HND) Mass Communication)
Kwara State Polytechnic, Ilorin, Kwara State
2024 Graduant

ND (Mass Communication)
Kwara State Polytechnic, Ilorin, Kwara State
2020 Certificate

S.S.C.E
Estate High School, Shakare Village, Akure, Ondo State
2016 Graduant

Skills

- Communication and interpersonal skills
- Customer service skills
- Sales and negotiation skills
- Documentation and record-keeping
- Data entry and basic reporting
- Computer skills (MS Word, Excel, email)
- Attention to detail
- Time management and multitasking.

Language

English
Yoruba
Pidgin

About me

I am a smart, hardworking, and highly motivated individual with a strong commitment to excellence and personal growth. I approach every task with focus, discipline, and a positive mindset, always striving to deliver high-quality results. I am dependable, quick to learn, and able to adapt easily to new environments and responsibilities. I possess good communication and interpersonal skills, which enable me to work effectively and independently.

Experience

Supervisor
3 years experience Till Date

Astron Lounge, Oregun (ASCA..)

- Supervise and coordinate staff activities and daily workflow
- Ensure tasks are completed accurately and on time
- Monitor performance and provide guidance, training, and support
- Enforce company policies, procedures, and discipline standards
- Prepare daily, weekly, and monthly reports
- Resolve operational issues and escalate when necessary

Cash Processing Officer
2 years Experience

Bakers Warehouse, VI

- Receive, count, sort, and verify cash (notes and coins)
- Ensure accuracy and identify counterfeit or damaged notes
- Maintain accurate cash records, balances, and daily reports
- Reconcile cash against transaction records
- Adhere strictly to cash-handling and security procedures
- Prepare cash for vault storage, banking, or ATM processing where applicable

Core Skills & Competencies

- Effective communication and interpersonal skills
- Customer service and relationship management
- Documentation, record-keeping, and reporting skills
- Attention to detail and accuracy
- Sales, negotiation, and persuasion skills
- Basic knowledge of regulatory compliance and standards
- Computer literacy (Microsoft Word, Excel, email)
- Time management and multitasking ability

Reference

Available on request.