

OLAMIDE DEBORAH AJOKE

Phone: 09060277590 | Email: deboraholamide709@gmail.com

Location: Lagos, Nigeria

PROFESSIONAL SUMMARY

Customer-focused administrative and hospitality professional with experience in front desk operations, office administration, customer service, sales support, and team supervision. Skilled in communication, customer relationship management, record keeping, and operational coordination. Proven ability to maintain professionalism in fast-paced environments while delivering excellent client experiences.

CORE COMPETENCIES

- 1 Customer Service & Client Relations
- 2 Administrative Support
- 3 Front Desk Operations
- 4 Office Documentation & Record Keeping
- 5 Communication & Interpersonal Skills
- 6 Team Coordination
- 7 Problem Solving
- 8 Attention to Detail
- 9 Sales Support
- 10 Hospitality Operations

PROFESSIONAL EXPERIENCE

Secretary | Iju Ishaga City Lodges | 2025 – Present

- 1 Manage administrative duties and maintain office records.
- 2 Coordinate communication between management and guests.
- 3 Handle customer enquiries and support daily operations.

Supervisor | Slogans Hotel & Lounge | 2022

- 1 Supervised staff activities and monitored service quality.
- 2 Resolved customer concerns professionally.
- 3 Ensured smooth daily operations and compliance with standards.

Receptionist | Grand Royal Hospitality | 2021 – 2022

- 1 Managed front desk activities and guest reception.
- 2 Handled calls, appointments, and customer requests.
- 3 Maintained accurate visitor and guest records.

Sales Representative | Mum-Ella Boutique | 2018 – 2019

- 1 Assisted customers with product selection and purchases.
- 2 Built positive customer relationships.

3 Supported sales and inventory activities.

Accounting Assistant | Izu Company | 2017 – 2018

1 Assisted with financial record keeping and documentation.

2 Maintained organized accounting records.

3 Provided administrative support to office operations.

EDUCATION

Higher National Diploma (HND), Banking & Finance

Osun State College of Technology, Esa Oke – 2024

Ordinary National Diploma (OND), Banking & Finance

Osun State College of Technology, Esa Oke – 2021

Senior Secondary School Certificate (SSCE)

Ola-David Comprehensive College, Egbeda – 2015

ADDITIONAL INFORMATION

Languages: English, Yoruba

Nationality: Nigerian

State of Origin: Oyo State

NYSC Status: Pending / Processing (2025–2026)

REFERENCES

Available upon request.