

ONIKOYI OMORINSOLA MORINAT

Lagos State, Nigeria | 07012022667 | 08022855765

PROFESSIONAL PROFILE

A motivated and people-oriented professional with practical experience in reception, customer-facing service, personal assistance, computer-related services and marketing. Strong communication, interpersonal, organisation and teamwork skills, with the ability to work independently and remain professional in fast-paced environments. Seeking to contribute these strengths to a Customer Service Lead role by delivering excellent customer experiences and supporting effective team operations.

CORE SKILLS

- Customer service and guest relations
- Front-desk operations and customer enquiries
- Professional communication and interpersonal skills
- Customer-focused problem-solving
- Team coordination and collaboration
- Ability to work under pressure and with minimal supervision
- Marketing and client engagement
- Administrative organisation and computer skills

WORK EXPERIENCE

Receptionist — Eight-16 Executive Lounge | 2023 – 2025

- Welcomed and attended to guests in a professional and courteous manner.
- Handled customer enquiries and assisted guests with their requests and concerns.
- Managed front-desk activities while maintaining a welcoming and organised environment.
- Communicated effectively with customers and colleagues to support smooth daily operations.
- Maintained a professional attitude while working in a fast-paced customer-facing environment.

Marketing Strategist — Online Work | 2021

- Supported online marketing activities and promoted products and services through digital channels.
- Applied communication and customer-focused approaches when engaging with prospective clients.
- Gained practical experience in understanding customer needs and promoting suitable solutions.

Personal Assistant — Bookshop | 2019 – 2020

- Provided day-to-day assistance and supported smooth operations within the bookshop.
- Interacted with customers and assisted with enquiries and general requests.
- Supported organisation of tasks and maintained a helpful, professional approach when dealing with people.

Busyfingers Computer Institute | 2019 – 2020

- Worked in a computer-training environment and gained practical experience using computer systems.
- Assisted with routine activities and interacted with people in a service-oriented setting.

EDUCATION & TRAINING

Lagos State University of Education — 2022 – Present

Abisola Catering and Event Planning — 2020 – 2022

Busyfingers Computer Institute — 2018 – 2019

QATOB Comprehensive College (Secondary School) — 2012 – 2018

QATOB Private School — 2005 – 2011

QUALIFICATIONS / CERTIFICATES

- WASSCE Result — 2018
- QATOB Junior and Senior Comprehensive College — 2012 – 2018
- First Leaving Testimonial — 2005 – 2011

PERSONAL STRENGTHS

- Good communication skills
- Ability to work effectively with a team
- Ability to work under and without supervision
- Marketing skills

INTERESTS

Communication & networking • Personal development & reading • Problem-solving • Team collaboration • Customer experience • Community engagement

PERSONAL DETAILS

Nationality	Nigerian
State of Origin	Lagos State
Local Government Area	Lagos Island
Marital Status	Single

REFEREES

Oyewole Gafaru Mogbonjubola — Economist | 09074181486

Taiwo Samuel Abidemi — Physicist | 08141156761