

Opeoluwa Onabanjo

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Ikeja, Lagos

Professional Summary

Detail-oriented and organized administrative support professional with experience in front desk services, guest assistance, inventory organization, and customer-facing roles. Strong verbal communication skills with a focus on providing excellent service, multitasking, and supporting daily office operations efficiently.

Work Experience

Guest Services Assistant - Miguel Might Media House (2024-2025)

- Attended to staff and guest needs, including front desk support
- Assisted with scheduling and coordination of in-house meals and meetings
- Provided prompt and polite customer service

Sales Representative - Village Market Grocery Stores (2023-2024)

- Assisted customers and handled sales inquiries
- Managed inventory updates and maintained neat displays
- Provided support in stock documentation and labeling

Waitress - Pab 247 Foods (2022-2023)

- Took and recorded customer orders accurately
- Provided timely service and followed up with guest needs
- Maintained clean and welcoming service areas

Kitchen Assistant - Finder's Lounge (2018-2020)

- Organized kitchen tools and assisted with inventory restocking
- Helped ensure hygiene standards were met in food prep areas
- Supported daily kitchen routines in a team setting

Skills

Administrative Support * Front Desk Operations * Customer Service * Verbal Communication *
Inventory Management * Multitasking