

SODIQ IDAYAT TOYIN

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PROFESSIONAL SUMMARY

Enthusiastic and customer-focused graduate with a strong foundation in service delivery, social media management, and client engagement. Experienced in delivering exceptional customer experiences through personalised services, excellent communication, and problem-solving. Adept at multitasking in fast-paced environments, with proven ability to build positive relationships with clients and colleagues. Passionate about hospitality and committed to contributing to a welcoming and professional guest experience in hotels and related industries.

CORE COMPETENCIES

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|------------------------------|---------------------------------|--------------------------------|----------------------|
| • Social Media Management | • Content Creation | • Event & Service Coordination | • Brand Management |
| • Sales & Marketing Strategy | • Client Retention/Satisfaction | • Teamwork & Collaboration | • Client Management |
| • Communications Skills | • Data Analysis & Reporting | • Conflict Resolution | • Customer Service |
| • New Business Planning | • Attention to Detail | • Administrative Support | • Guest Relationship |

SKILLS HIGHLIGHTS

- Strong interpersonal and communication skills, fostering positive client relationships with excellent problem-solving and conflict resolution abilities.
- Highly adaptable, organised, and detail-oriented in-service delivery with solid ability to work collaboratively in teams and independently with minimal supervision.
- Skilled in project management tools (Jira, Trello), Microsoft Office Tools (MS Word, Excel, PowerPoint), Collaboration Tools (Zoom, TeamViewer, Slack), Adobe Creative Suite, CANVA, and Google Workspace.

PROFESSIONAL EXPERIENCE

Make Up Artist (Freelance) – Beautybyariaks

Jan. 2021 – Present

- Provided personalised beauty services to 100+ diverse clients, ensuring satisfaction and repeat patronage.
- Managed client bookings, payments, and follow-ups, strengthening organisational and customer service skills.
- Promoted services via social media platforms WhatsApp and Instagram, increasing visibility and client engagement.
- Delivered services for events such as weddings and school functions, showcasing professionalism under pressure.
- Built strong client relationships, enhancing brand reputation through excellent service delivery.

Teaching Assistant – Community College of Arabic and Islamic School, Dutsin-ma, Katsina State

Apr. 2024 – Jun. 2024

- Supported lead teachers with classroom coordination and student engagement.
- Assisted in planning and delivering lessons, strengthening communication and organisational skills.
- Provided guidance and mentorship to students, ensuring academic and personal growth.
- Maintained classroom order and discipline, fostering a conducive learning environment.
- Improved multitasking ability while managing diverse responsibilities

Makeup Artist (Apprentice) – Rahama Beauty Pro, Adewole, Ilorin, Kwara State

Dec. 2019 – Dec. 2020

- Learned and applied professional makeup techniques to a wide range of clients.
- Assisted senior artists in client consultations and event preparations.
- Contributed to excellent customer service by ensuring timely and quality service delivery.
- Gained hands-on experience in managing customer expectations in a service-oriented business.
- Built foundational skills in client service, attention to detail, and teamwork.

EDUCATION

- **B. Education, Admin and Planning** – Federal University Dutse-Ma, Katsina State

Mar. 2021 – Jul. 2025