



MATHEW OKESOKUN

Management Assistant

Experience: 5 years | **Available:** Immediately | **Location:** Kwara

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ABOUT ME



Experienced Management Assistant with knowledge of Bank Marketing office, having success in developing and implementing financial strategies that achieve targets and drive business growth. Keen at identifying areas for improvement and market growth. A Strong communicator skilled at building relationships across all levels.

WORK EXPERIENCE



Chill house

Entry level | Mixologist
Ilorin , Nigeria
2025-11-01 | 2026-08-01

I am a mixologist and I'm always ready to satisfy my customers with different kinds of cocktail and mocktails. All kinds of milkshakes and smoothies. I am always available to communicate and understand what is needed by the customers. Also ready for any outdoor events such as wedding, naming, birthday celebrations, proposals and so on

Chill house

Executive level | Mixologist
Ilorin , Nigeria
2025-11-01 | 2026-08-01

I make customers relax and enjoy there stay by making different kinds of drinks for them such as cocktails, mocktails, milk shakes, smoothie, shots and other categories of drinks. And I'm always so happy to make drinks because I'm creative and I will always make my customers happy because I am a happy fellow

fcmb Bank

Mid level | loan Officer
ilorin , Nigeria
2024-05-01 | Currently working here

giving out loans and recover the loan back

fcmb Bank

Entry level | platform officer

ilorin , Nigeria

2023-07-31 | Currently working here

mainly on the system

FCMB Bank

Entry level | Marketing Officer

Kwara State , Nigeria

2023-07-01 | Currently working here

Organised and coordinated various marketing events, identified new market opportunities, and was in charge of communicating the banks marketing message. Developed new promotional campaigns with team members across designated areas. Analysed market demand and customer behavior, and completed reports and professional presentations. Contributed to branch growth by meeting marketing targets for small business owners.

E-phoenix Hotels

Entry level | Accounts Assistant

Kwara State , Nigeria

2020-10-01 | 2023-01-01

Ensured all sales for the day are compiled and written accurately in the accounts book. Analysed accounts data to identify and resolve issues. Remitted to the Accounts manager providing accurate and timely order of sales and inventory. Provided support to the accounting manager by filing documents and log sheets. Reviewed sales receipts ensuring invoices.

No Experience |

EDUCATION



Kwara state polytechnic

HND | HND holder

I studied marketing

Kwara State Polytechnic

HND | Marketing

JOB SKILLS

CURRICULUM VITAE

organising

coordinating

Marketing Skills

Data Entry

Interpersonal Relationships Skills



LANGUAGE SKILLS

English

English

Igbo



ASSOCIATIONS

hair stylist: member



CERTIFICATES & AWARDS

president: Certificate | 2022

