

OLAIYA BOLAJI ABEEB

AL-NAHDAH, SHARJAH, UAE

Tel: 0582360246. E-mail: olaiyabj@gmail.com



PERSONAL INFORMATION:

Sex: Male
Visa Status: Freelance visa
Available to join: Immediately ready to join.
Language Spoken: English.
Passport Number: A50514186

CAREER OBJECTIVE:

A dynamic smart and interactive young man with a sound professional background seeking for placement in any collaborative and challenging environment where integrity and corporate governance are highly valued with the objective to improve my career and support the organization to achieve its goals.

PROFESSIONAL EXPERIENCE:

WALEED ALTAHRI BUILDING MAINTENANCE

POSITION: ASSISTANT STORE OFFICER

MAY 2019 – TILL DATE

- Maintaining the proper record of materials relating to the receipt and issue of materials.
- Checking the physical quantity of materials and verify with a bin card.
- Preventing unauthorised entrance into the storeroom.
- Maintaining the stock registers, entering therein all receipts, issues and balance of materials.
- Checking and controlling losses due to evaporation, leakage, theft and so on.
- Arranging for physical verification of store items periodically.
- Keeping the store always neat, clean and tidy.

LANDMARK HOTEL.

POSITION: CUSTOMER SERVICE OFFICER

JANUARY 2017 – MARCH 2019

- Manage large amounts of incoming calls
- Identify and assess customers' needs to achieve satisfaction
- Build sustainable relationships of trust through open and interactive communication
- Provide accurate, valid and complete information by using the right methods/tools
- Go the extra mile to engage customers
- Check, sort and forward emails
- Monitor office supplies and place orders when necessary
- Keep updated records and files

LANDMARK HOTEL

POSITION: WAITER

FEBRUARY 2015 – FEBRUARY 2016

- Greet guests and make them feel comfortable.
- Learn menu items and be able to describe them appropriately to guests.
- Take beverage and food orders.
- Deliver beverages and food in a timely manner.
- Check-in with guests to ensure that everything is going well.
- Clear dirty dishes from table.
- Refill beverages throughout the meal.
- Deliver guest's bill and thank them for dining at the restaurant.

EDUCATIONAL QUALIFICATION:

Senior School Certificate

2012

PERSONAL PROFILE:

- Ability to work under pressure.
- Quick adaptation to a new system.
- Determination in producing creative solutions when alone or with a team in a very challenging environment.
- Integrity.
- Excellent communication and organizing skills

TECHNICAL SKILLS

- MS office Word, Excel, PowerPoint, access
- Computer literate
- Internet & E-mail

HOBBIES:

Travelling, Reading and Networking

Referees:

Available on request