AKINYEMI BLESSING KELVIN

No. 4, Akinpelu Street, Bolade, Oshodi, Lagos State

Phone: 08086051784 | Email: Akinyemikelvin00@gmail.com

CAREER OBJECTIVE

To secure a challenging position in a growth-oriented organization where I can apply my knowledge in Office Technology and Management, customer service and hospitality operations to achieve organizational goals while advancing my career.

PERSONAL DATA

DOB: 17th August, 1997 | Male | Single | Nigerian | Ekiti State - Ekiti East

EDUCATION

Federal Polytechnic, Ado-Ekiti | 2019 - 2021

National Diploma (ND) in Office Technology and Management

Isedo Comprehensive High School, Lagos | 2008 - 2014 - SSCE

Ibironke Memorial Nursery & Primary School, Lagos | 2002 - 2008 - FSLC

WORK EXPERIENCE

Citadel De Continental Hotel, Lagos - Porter / Guest Service | 2025 - 2026

- Welcoming guests professionally and assisting with luggage
- Maintaining cleanliness of lobby and public areas
- Supporting front office and housekeeping operations
- Adhering to hotel policies and excellent customer service

Leumax Computers, Oshodi - Computer Operator | 2023 - 2024

- Typing, printing, scanning, photocopying and data entry
- Customer service and daily sales records
- System maintenance

NIMC, Lagos - Enrolment Officer | 2021 - 2023

- NIN enrolment and biometric capture
- Verification of personal data
- Customer guidance and complaint resolution

SKILLS

- Office Technology & Management Professional
- MS Word, Excel, PowerPoint, Internet
- Customer Service & Communication
- Records Management & Office Administration
- Neat, Punctual, Honest, Fast Learner

HOBBIES

Reading, Music, Meeting People, Travelling

REFEREE

Mr. Adeyemo - 08074198995 - Available on request

CamScanner