# BIODUN OMOTAYO

**Address:**2, Usman Adebanjo Street, Everbest Bus Stop, Meiran, Lagos.

**Tel:**
+(234)810328 4254,
+(234)812641 8571

**Email:**
omotayobiodun44@gmail.com

**Hobbies:**
Listing to Music and Travelling.

**Skills &Competence:**

- Self Motivated
- Purpose Driven
- High level on integrity
- Market analysis
- Good analytical skills
- Team Leadership
- Good Interpersonal Skills
- Management Skills
- High aptitude to learn new things

## PROFILE

- To attain, achieve and sustain excellence in my career
- To work in a corporate and goal oriented organization that encourages career advancement and development
- To use my acquired skills and knowledge to help my organization achieve its goals and objectives and to contribute ideas for the growth of the organization.

## PERSONAL DATA

| | |
|---|---|
| Date of Birth | 31st January,1995 |
| Sex | Female |
| Marital Status | Single |
| Nationality | Nigerian |
| State Of Origin | Kwara |
| L.G.A | Ekiti |

## EDUCATIONAL BACKGROUND WITH DATES

**Kwara State Polytechnic, Ilorin** 2018
*HND in Business Administration(Upper Credit)*

**Kwara State Polytechnic, Ilorin** 2014
*OND in Business Administration(Upper Credit)*

**Lagos State Model College, Meiran** 2012
*Senior Secondary School Certificate*

**Golden Stars Nursery and Primary School** 2006
*First School Leaving Certificate*

## WORKING EXPERIENCE

**Bay stars Hotel & Gym** 2018 – 2020
**Post Held:** *Cashier*

**Key Responsibilities**

- Keep track of all cash and credit transactions
- Recording expenses for each customer
- Use a computerized cashiering system.

**Musaroq Mall** 2020 – 2021
**Post Held:** *Font Desk Officer*

**Key Responsibilities**

- Answers phone calls courteously.
- Guides guests and issues guest badges.
- Files documents.
- Maintains schedules

**Hi Gaming Solution Company** 2021 –2022
**Post Held:** *Customers Service Representative*

**Key Responsibilities**

- Respond to complaints
- Providing helpful information
- Answering questions

**First Ally Bureau De Change** 2022 –2024
**Post Held:** *Transaction Officer*

**Key Responsibilities**

- Processing financial transactions
- Providing customer service
- Maintaining accurate records

**Personal Trust Microfinance Bank** 2024 till Date
**Post Held:** *Marketing Officer*

**Key Responsibilities**

- Analyzes market trends
- Selling the product (Bank) to the customers
- Understanding customer needs through market research

## REFEREES:

**Mr. Seun Akinwale**
**Tel:** 090236066181

**Mr. Abiodun Opeyemi**
**Tel:** 07044566042