OYELEKE HALEEMAH DAMILOLA

Agege, Lagos, Nigeria | Open to Relocation

Phone: +234 814 161 0669 | Email: haleemahdamilola15@gmail.com

PROFESSIONAL SUMMARY

A dependable and detail-oriented graduate with practical experience in customer service, front-desk operations, basic auditing, retail transactions, and hospitality support. Demonstrates strong communication, organizational, and interpersonal skills with the ability to adapt quickly to new work environments. Seeking opportunities to contribute effectively to organizational operations while developing professionally.

PERSONAL DETAILS

Date of Birth: 28th July, 1999

Nationality: Nigerian

EDUCATION

University of Ilorin, Kwara State

Bachelor of Science (B.Sc.) in Agricultural Science – Second Class Lower Division (2018 – 2024)

Al-Kitab Model School

Senior Secondary School Certificate (SSCE) (2013 – 2016)

CORE COMPETENCIES

Customer Service & Client Support • Cash Handling & POS Operations • Front Desk & Administrative Support • Record Keeping & Basic Financial Auditing • Communication & Interpersonal Skills • Time Management & Task Prioritization • Team Collaboration & Workplace Adaptability • Attention to Detail & Accuracy • Problem Solving & Service Resolution • Ability to Work Under Pressure

PROFESSIONAL EXPERIENCE

M-Square Variety Store, Ilorin – Cashier

Operated cashier systems and processed customer transactions accurately, balanced daily sales records, and delivered professional customer service.

Abia Hotel and Recreation Park, Abia State – Auditor

Assisted in reviewing financial records, ensured accuracy and compliance with internal procedures, and supported audit documentation.

Abia Hotel and Recreation Park, Abia State – Receptionist

Managed front-desk operations including guest check-in and check-out, responded professionally to inquiries, and maintained booking records.

Master Suite, Abia State – Kitchen Assistant

Supported food preparation and kitchen operations while maintaining hygiene and safety standards.

PROFESSIONAL STATUS

National Youth Service Corps (NYSC): Completed

INTERESTS

Networking • Traveling • Movies

REFERENCES

Available upon request