**Opeoluwa Tosin Olowe**

4, Roseline plaza Opp Jehovah witness camp Daluwon Mowe Ogun state. Nigeria.

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**PERSONAL SUMMARY**

Experienced Manager with 5 years of leadership. I'm a very hardworking, dedicated person. I am very diligent worker; I consider myself to be an adaptable person and honest as well as mature and confident. I am responsible, reliable and enthusiastic and am always willing to learn new skills and methods of working. Am friendly, a team player and most importantly have a caring nature.

I’m eager to take new challenges. Working in a busy environment with the ability to maintain a constant higher standard of work under pressure and obeying and adding value to the organization.

**KEY SKILLS**

* Decision-making
* Informational
* Problem-solving
* Communication and Motivation
* Developing strategies
* Conflict resolution
* Organization and delegation
* Good listener
* Attention to details
* Commercial awareness

**EMPLOYMENT HISTORY AND EXPERIENCE**

**Restaurant / Procurement Manager**

**Prestige hotel and suites Aug 2019- till date**

I currently work as a restaurant / procurement manager at Prestige hotel and suites, where I purchase goods and services required by the hotel and restaurant. Responsible for the issuing and distribution of inventory items within the hotel, timely allocation of costs to user department and maximizes financial and operational performance and mitigates risks.

**Computer Operator/Data Entry Clerk**

**DataPro Limited May 2017– 2019**

I worked as a computer operator/data entry clerk in a consulting firm. Where I create spreadsheets to track important customers and companies information and orders, update companies and customers information’s in a database, organize existing data in a spreadsheet, keep update and make any necessary changes to records. I can work efficiently without supervision and confident in my skills.

**Head of kitchen department Jan 2015-TO Dec 2017**

**Noble’s Kitchen and Events**

I worked as a head of kitchen, am a very good cook, who is expert in cooking African cuisine. My duties includes coordinating food orders**,** establish portion sizes**,** supervise kitchen staff**,** order food supplies and kitchen equipment when neededand put prices on menu items in collaboration with hotel manager. Assisting with meals and recording in the food diaries.

**Health & social care(Auxiliary Nurse)**

**OCT 2011-Dec 2014**

**Baba Modupe healing home**

I worked as an auxiliary nurse, my duties are; assisting medical expert in delivering healthcare to patients, clean and sanitize patient surroundings, make beds and change bed sheets for patients, taking patients for a walk at the advice of medical experts, giving patients personal care such as; grooming, washing and feeding. Assisting patients with their domestic needs.

**EDUCATION AND QUALIFICATIONS**

ENTPRENEURIAL&BUSINESS MGT BSC (HONS) NATIONAL OPEN UNIVERSITY OF NIGERIA

2019

NATIONAL DIPLOMA IN BUSINESS STUDIES LAGOS STATE POLYTECHNIC 2009

WEST AFRICAN EXAMINATION CERTIFICATE HIGH SCHOOL, LAGOS 2005

PEAKLINK COMPUTER SCHOOL

DESKTOP PUBLISHING

2006

EMPORIUM TRAINING ACADEMY

SMALL CHOPS/COCKTAILS

2012

BABA MODUPE HEALING HOME

CERT. IN HEALTH AND SOCIAL CARE

2014

**PROFESSIONAL ABILITIES**

* Effective health promotion and education skills
* Team player and excellent interpersonal skills
* Self-confident
* Excellent communication skills
* Demonstrable leadership skills in multiple settings.
* Highly professional and self-disciplined.
* Self-motivated and able to work independently.
* Patient-focused, creative, and result and research-oriented.
* Ability to achieve clinical targets and objectives.
* Organisational, planning, and analytical skills to solve complex challenges while prioritising multiple responsibilities.

**REFERENCES**

Available on request