**Personal Data:**

**ESTHER TEMITOPE AKINDELE**

Sex: Female

Date of Birth: 25th March, 1993

State of Origin: Oyo State

Nationality: Nigerian

Marital Status: Single

Visa Status: Visit Visa

Passport No: A08967007

Home Address: Dubai, UAE

Telephone Number: +971581884126

E-mail: [queenestherontop@yahoo.com](mailto:queenestherontop@yahoo.com)

**CAREER OBJECTIVE**

A Dynamic and smart working Lady with a vision to always be on the cutting edge in the pursuit of excellence in all I do. To succeed and be outstanding in stimulation and challenging environment, building the success of the company while experiencing advancement opportunities.

**QUALIFICATIONS OBTAINED:**

* National Open University of Nigeria (B.SC certificate in Computer Science) 2014-2018
* The Federal Polytechnic Bida, Nigeria (ND certificate in Computer Science) 2011-2013
* Oloye Comprehensive College, Nigeria (SSCE certificate in Science) 2001-2007
* Arewa Nursery / Primary School, Nigeria (First School Leaving Certificate) 1995-2001

**JOB EXPERIENCE:**

**COMPANY: LAGOS TOUR, A TABEER GROUP OF COMPANY, DUBAI-UAE**

**POSITION: SALE REPRESENTATIVES**

**DUTIES:**

* Selling products and services using solid arguments to prospective customers.
* Performing cost-benefits analyses of existing and potential customers.
* Maintaining positive business relationships to ensure future sales.

**COMPANY: TAKA TAKA BUSINESS BAY, DUBAI – UAE**

**POSITION: WAITRESS**

**DUTIES:**

* Welcomes and greets customers with a warm smile.
* Offer menus and provide suggestions when requested.
* Take orders and convey them to the kitchen in an accurate manner.
* Deliver orders and ask for feedback during and after meals.
* Receive cash and credit/debit card payments.
* Remove dishes and ensure that tables are organized appropriately.

**COMPANY: RAWAN QUALITY ASSURANCE ANALYST PVT.LTD (RICGISO), AFGHANISTAN**

**POSITION: CALL AGENT AND TELEMARKETING**

**DUTIES:**

* Obtains client information by answering telephone calls; interviewing clients; verifying   Information.......
* Informs clients by explaining procedures; answering questions; providing information.....
* Maintains communication equipment by reporting problems.
* Solicit donations or orders for goods or services over the telephone.
* Deliver prepared sales talks, reading from scripts that describe products or services, to persuade potential customers to purchase a product or service or to make a donation.

**COMPANY: JAV LIMITED, LAGOS NIGERIA**

**POSITION: SECRETARY / RECEPTIONIST**

**DUTIES:**

* Greet visitors and direct them to appropriate departments or individuals
* Respond to queries in person, via telephone or email.
* Ensure reception area is tidy and presentable.
* Maintain general company record systems to uphold accurate files.
* Compose letters, memos and emails.
* Screen documents, book meetings rooms, set up conference calls and take messages.
* Update calendar and schedule meetings.
* Keep updated records of office expenses and costs.

**SKILLS:**

Proficient in computer application such as Microsoft office packages (Word, PowerPoint, and Excel), professional Makeover Artist and also Baking of Cakes, Meat pie.

Language proficiency

* English
* Yoruba