

Lilian Awino Okene
ADMINISTRATION AND
ACCOUNTING

CONTACT DETAILS

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Italy

OBJECTIVE

To work in an organization that
offers a stimulating learning
environment for development and
putting in to practice new ideas for
the company growth

SUMMARY

Self Motivated and determined with
Experience in Management,
Accounting and Administrative
duties.

LANGUAGES

English

Italian

French

WORK EXPERIENCE

Metropolis

Italy

Administrative and Accounting

01/2019 - Present

Administrative duties and cashiering and Accounting Pallazzo Sisto Hotel

Italy

Receptionist

03/2018 - 01/2019

Receptionist techniques, checkin and checkout of Guests El Chico Restaurant

UAE Dubai

Supervision

10/2009 - 12/2010

Team leader supervision and cashiering duties

Orchid Lounge

Kenya

Cashier

02/2005 - 02/2007

Cashiering duties, handling of payments and closing duties EDUCATION

Advanced Diploma in Modelling And Analytics For Supply Chain Management

01/2022 - 01/2023

Alison

Insight into Supply Chain Management

Diploma in Information Technology

01/2022 - 03/2023

Alison

The Fundamental role IT plays in both structure and Control Of Modern Business

Diploma in Data Analysis

05/2022 - 11/2023

Alison

The Introduction To Data Analysis

Diploma in Project Management

01/2021 - 11/2022

Alison

Explanation Of Various Phases of the development if system life cycle Diploma in Hotel And Business Management

02/2005 - 02/2007

Intergrity School of Management

Management of Hotel business

Diploma in Effective Bookkeeping And Payroll

01/2023 - 01/2024

Alison

Explains Tax, different states taxes and there impact in Payroll SKILLS

Managerial duties, computer and Accounting Administrative duties