

# OLUWAFEMI OLUWASEUN AYODELE

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## Personal Details

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- Date of Birth : 26/05/1991
- Marital Status : Single
- Nationality : Nigerian
- Gender : Female
- State of Origin : Ekiti
- L.G.A : Ikole

## Objective

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To secure a position with a progressive, proactive and innovative company where my skills and experience can be maximally utilized in projecting the image of the company which will in turn fast-track all round growth and further development of the stakeholders

## Education

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- **Federal University of Technology, Akure, Ondo State.** 2014  
B.Tech Biochemistry
- **Oluwanifesimi College, ilupeju- Ekiti, Ekiti State.** 2006  
Senior Secondary School Certificate
- **George and Duke Nursery Elementary School, Felele, Ibadan** 2000  
Primary School Leaving Certificate

## Experience

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- **Rom Oil Mills Limited, a Subsidiary of Flour Mills of Nigeria Plc.** 2018 - Till Date  
Health Safety and Environment (HSE) Administration Officer.
  - Responsible for the use, and maintenance of personal protective devices, equipment, and safeguards.
  - Consistently enforce HSE rules, requirements, and procedures
  - Monitor employees' performance to ensure the use of safe work practices
  - Perform routine and organized HSE inspections
  - Notifying direct supervisors and the HSE Representative Responsible for the use, and maintenance of personal protective devices, equipment, and safeguards.
  - Consistently enforce HSE rules, requirements, and procedures
  - Monitor employees' performance to ensure the use of safe work practices
  - Perform routine and organized HSE inspections
  - Notifying direct supervisors and the HSE Representative concerning work areas where unique HSE hazards exist and special assistance is required.
  - Attend and participate in supervisor HSE meetings.
  - Assist in incident investigations and submit a report promptly on required forms.
  - Correct HSE hazards on the spot.
  - Maintain a zero tolerance for unsafe acts.
  - keep records of daily activities and safety KPI's.

- **Dash Corporate Nigeria Enterprises (chrysalis foods & dash cake factory)** 2016 - 2018  
Administrative Officer/Restaurant Manager/Customer Service Officer
  - Coordinating and monitoring all restaurant staffs and making sure they deliver good service to customers.
  - Providing new strategies to keep up in the food industry
  - Marketing new products and services
  - Following up on customers and informing them of new products and services.
  - Conducting interviews for new intake
  - Notifying the staffs of meetings and outings
  - Registering customers details
  - Working directly with suppliers to ensure appropriate products are supplied.
  - Collation of attendance records and process payrolls
  - Checking the entire company in and out all departments for maintenance issues.
  - Listening and providing solutions to customers complaint.
  - Organizing and leading team for indoor and outdoor events.
- **NYSC - Oyo State College of Health Science and Technology** 2015 -  
Lecturer (NYSC)
  - Designing course curricula and teaching techniques based on educational research.
  - Continuously enhancing school procedures, training programmes for departments and individualized student assistance.
  - Planned, prepared and delivered lessons to a range of classes
  - Prepared and set tests, examination papers, and exercises
- **Pollution Control and Environmental Management limited, Rumuodomaya, portharcourt, Rivers State** 2013 -  
Junior Scientist (IT)
  - Performed microbial analysis on several soil, water and food samples
  - Performed Physico-chemical test on liquid sample
  - Completed the tasks assigned within deadlines
  - Delivered excellent and consistent results

## Professionals & Certifications

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- HSE level 1&2  
Millennium training acquisition limited. 2015
- Basic Managerial Skills. Entrepreneur Development Center, Pan Atlantic University. 2015

## Skills

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- Excellent use of Microsoft Office Suite
- Interpersonal Skills
- Team Building Skills
- Networking and Creativity skills.
- Analytical and Research Skills
- Excellent Communication Skills (Oral & Written)

## Projects

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- **B.Tech 2014. Some physicochemical properties of –amylase from Aspergillus niger isolated from soil samples collected from cassava-fermenting site.**

## Interests

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- Networking with people
- Traveling

- Listening to music

## Reference

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- Available On Request - ""