



OJUGO SILAS

CAREER OBJECTIVE

A highly skilled and knowledgeable individual who seek to consistently deliver organizational goals through set standards with little or no supervision with knowledge of maintaining wide range of laboratory equipment and expertise in chemistry/ biochemistry. Keen to find a challenging and suitable administrative position with an ambitious company that offers opportunities for career development and advancement. Ability to analyze information quickly and use it to make robust decisions as well as gain information from different quarters in order to benefit the organization Adroit in providing effective resolution to client queries related to services and improving relationships with the client by anticipating client future requirements.

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EXPERIENCE

Salesperson

AUG 2021 - MAR 2022 | Wike Supreme Autos, Festac, Lagos

- Maintenance of online advert platforms and handling of social media account.
- Negotiated prices with clients to exceed sales goals.
- Generated leads and maintained lists of prospective customers.
- Prepared weekly and monthly reports of business activity.
- Handled client deposits and transactions.
- Responded promptly to customer queries to increase overall satisfaction.
- Stayed current on customer trends and requirements.

Chemistry Teacher

JUN 2019 - FEB 2020 | National Youth Service Corps, Imo State, Brilliant School, Imerienwe

- To prepare and plan lessons appropriately and to keep records.
- Feeding
- To be aware of the potential of pupils and the target set for them and to ensure that the work planned for them is at a suitably challenging and progressing level

- To mark work arising from these lessons on a regular basis and in such a way as to ensure that judgment about pupils progress can be made easily
- To deliver lessons in line with department policies and scheme of work
- To attend PTA meetings and discuss pupils progress as required by senior staff
- To perform weekly chemistry practical in line with scheme of work.

Intern

NOV 2015 - SEP 2016 | Nigerian Navy Reference Hospital, Lagos State

- Handling samples and recording
- Receive patients, collection of outgoing test results, record and issuance of result
- Performed diagnostic test and analysis
- Assistance to Technologist
- Media preparation and culturing.

Supplier/ Stock Keeper

JAN 2012 - APR 2015 | Stico Laboratories Nigeria Limited, Lagos

- Keep count and records of daily production
- Assist in supply of goods to customers, preparation and documentation of waybills and invoice and receipts
- Stacking of goods appropriately and proper documentation
- Keep count of products supplied to customers and ensure timely dispatch to various destinations
- Keeping records of daily sales and expenditures
- To receive production materials from suppliers into the store.

EDUCATION

H.N.D In Chemistry/ Biochemistry GPA 3.50

SEP 2018 | AUCHI POLYTECHNIC , Auchi, Edo

N.D In Science Laboratory Technology GPA 3.59

SEP 2015 | AUCHI POLYTECHNIC, Auchi, Edo

JUL 2010 | Nigerian Navy Secondary School, Lagos

ADDITIONAL SKILLS

- Materials Monitoring
- Budget Preparation and Management
- Stocking and Replenishing
- Warehouse Inspections
- Inventory Records

- Product Labeling
- Warehouse Safety Programs
- Analytic Tools and Methods
- Stockroom Maintenance
- Critical Thinking
- Safety Methods
- Eagerness to Learn New Technologies