
Mustapha O. Fareedah

Ryans Court, Off Ben Chi Oyido Drive
Chevy View Estate, Lekki.
(234) 814-117-9849
mustaphareeedah@gmail.com

SKILLS

- Problemsolving
- Communication
- Critical Thinking and Analysis
- Inter-personal Relation
- Teamwork
- Microsoft Office
- Attention to Detail
- Passion for Environment Conservation

EXPERIENCE

Nigerian Ports Authority, Lagos – *Youth Corps Member*

FEBRUARY 2019 – OCTOBER 2019

- Sorting and dispatch of documents.
- Vessel inspections.
- Terminal inspections.
- Tank farm inspections.
- Prevention and control of oil spills as directed by the head of department
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.

Tabik Express, Lagos – *Administrative Assistant*

JUNE 2018 – AUGUST 2018

- Answered and directed business phone calls
- Planned meetings and took detailed minutes
- Writing and distributing correspondence memos, letters, mails, faxes and logistics/business forms
- Preparing and coordinating of regularly scheduled reports
- Developing and maintaining a filing system

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- Updating and maintaining office policies and procedures
 - Ordering office supplies and researching new deals and suppliers
 - Maintaining contact lists
 - Submitting and reconciling expense reports
 - Act as the point of contact for internal and external clients
 - Liaison with the director on how to handle requests, queries from customers and vendors

Lagos State Environmental Protection Agency, Lagos – *Laboratory Assistant (Industrial Trainee)*

SEPTEMBER 2017 – NOVEMBER 2017

- Analyzed soil, sludge, plant and animal tissue samples
- Conducted microbial analysis on water samples
- Performing laboratory tests including pre- and post-analytic phases
- Preparing samples/specimens
- Producing accurate and reliable data and interpret results
- Assisting methodologies in carrying routine tasks
- Researching relevant topics and gather information/data
- Keeping abreast of all industry developments and best practices
- Documenting all activities, record results and insert/retrieve data
- Maintaining work area and equipment
- Provided administrative assistance
- Adhered to correct procedures, policies and health/safety guidelines

EDUCATION

University of Ilorin, Kwara – *Bachelor of Science (B.Sc) Plant Biology*

SEPTEMBER 2014 - OCTOBER 2018

- Participated in the “Keep Unilorin Clean Campaign”
- Active Member of the Final Year activities Committee
- Head of Final Project Group

Home Science Association Secondary School, Lagos – *Senior Secondary School Certificate*

SEPTEMBER 2007 – JULY 2013

- Sports Prefect at Interhouse Sports
- Best Student in Geography

PROJECTS

Fungal Endophytes Found in Leaves of *Vitellaria Paradoxa* - *Unpublished*

AWARDS AND CERTIFICATIONS

- WSO OCCUPATIONAL AND ENVIRONMENTAL SAFETY AND HEALTH COURSE – HSE LEVEL 1
- WSO OCCUPATIONAL AND ENVIRONMENTAL SAFETY AND HEALTH COURSE – HSE LEVEL 2
- WSO OCCUPATIONAL AND ENVIRONMENTAL SAFETY AND HEALTH COURSE – HSE LEVEL 3

HOBBIES

Music, Reading and Sports

REFEREES

Available on request.