SOLESI TEMILOLUWA ADELEKE

Personal Information

-Name: Solesi Temiloluwa

-Address: 1 Olusegun Ojelabi Street, Lalu, Ayepe Rd, Sagamu

- Phone Number: 08034567730

Objective:

A fully committed, capable and confident individual who possesses the required technical skills, abilities, drive and enthusiasm needed for the organizational goal.

Education

- Bachelor of Science in Geology

Olabisi Onabanjo University, Ago Iwoye

2006-2013

- Mayflower School Ikenne, Ogun State

1998-2005

Work Experience

Quality Control Officer

-Sparkwest Steel Industries Limited, Ogun State

2018-2020

- Conducted quality assurance inspections on fabricated and galvanized steel structures, ensuring compliance with industry standards and customer specifications.

- Collaborated with engineering teams to develop and implement effective quality control procedures, enhancing product reliability and safety.

- Utilized analytical skills to assess material properties and performance, contributing to continuous improvement initiatives.

- Trained and supervised staff on quality control processes, fostering a culture of safety and quality within the workplace.

Skills

- Quality Control and Assurance

- Analytical and Problem-Solving Skills

- Knowledge of Geology and Material Properties

- Proficient in [any relevant software or tools, e.g., Microsoft Office, quality management systems]

Administrative Assistant

Elite Realtors, Lagos State

2016-2018

-Answer and direct phone calls, greet visitors, and manage correspondence via email and mail.

-Organize and schedule appointments and meetings, ensuring optimal use of time for management and staff.

- Prepare reports, take detailed minutes during meetings, and maintain filing systems for easy access to information.

-Book travel, accommodations, and transportation for staff as needed.

-Order office supplies, manage inventory, and ensure the office equipment is functioning properly.

-Provide general administrative support to managers and employees, assisting with various tasks to ensure smooth daily operations.

-Handle sensitive information with discretion and maintain confidentiality in all communications.

References

Available upon request.