

# **ALABI MOSES OLUWATOBILOBA**

**Address: Oluyole Extension, Ibadan, Oyo State.**

**E-mail: olualabimoses@gmail.com Tel: +2348039263378**

## **TECHNICAL SKILLS**

- Microsoft Office (Word, Excel, PowerPoint, and Access).
- Effective communication skills.
- Negotiation skills.
- Great organizing and coordinating skills.
- Project management skills.
- Team leadership skills.
- Performance of predictive, preventive, and corrective maintenance on computer systems
- Data analysis.
- Hands-on laboratory skills

## **WORK EXPERIENCE**

### **DERIVATIVES INDUSTRIES LIMITED, Ibadan.**

*Quality Assurance Officer, Feb 2023 – Present*

- Monitoring the quality of the incoming and outgoing products of the company.
- Supervised the cleaning of Sorghum and Soy beans.
- Issuing of certificate of analysis and vehicle inspection check to outgoing products.
- Regular report and record keeping of quality assurance activities.
- Recommend improvement measures to the production to ensure quality control standards are met.
- Guide the production and packaging team about the quality control issues to enhance the quality of the product
- Updating of the standard operating procedures of the Quality Assurance Department
- Examination of items/products in the factories and warehouses.
- Ensure a very cleaned and safe environment of the Laboratories, factories and warehouses.

### **YALE FOODS LIMITED, Ibadan**

*Quality controller, Feb 2020 – Feb 2023*

- ensuring production procedures are monitored to make sure they adhere to approved systems.
- establishing criteria for quality control and upholding accepted safety and health practices.
- Responsible for the selection of materials for production and packaging.
- Conducts visual and measurement tests, rejecting products that do not conform to quality and industry standards.
- Keeping and maintaining records for production and packaging
- Recommend improvement measures for the production to ensure quality control standards are met.
- Guide the production and packaging teams about quality control issues to enhance the quality of the product.
- Handling New Product Development (NPD) projects.

### **SAMMY GREENER EARTH GLOBAL RESOURCES COMPANY**

*Production Manager, Sept 2017 – Feb 2020*

- creating a production schedule and supervising the activities involved in production.
- Determining quality control standards and maintaining standard health and safety
- Responsible for the selection and maintenance of equipment.
- Supervised and motivated team of workers.
- Built and maintained successful relationships with prospective and existing clients.
- Participation in the recruitment of workers
- Successfully supervised the cultivation of 125 acres of cashew crop at Tosi farms in Okaka, Oyo State.

### **GOVERNMENT SECONDARY SCHOOL LAMINGA, NASARAWA STATE.**

*National Youth Service Corp (Physics Teacher), April 2016 – March 2017*

- Exam scheduling, grading, and documentation
- supervised and managed every science-related practical activity.
- Students were prepared for WAEC/NECO external examinations.
- I offered my services as a temporary government educator.

### **INTECU COMPUTER STATION**

*Computer Technician, June 2015 – April 2016*

- installed, set up, and identified hardware and software issues with computer systems.
- Arrange maintenance sessions to discover and mend inefficiencies.
- Troubleshoot system failures or bugs and provide solutions to restore functionality.
- I applied good communication skills and professional behaviour while working with customers and coworkers.
- Trained new employees on the technical know-how of computer systems.
- Offered timely technical support and taught users how to utilize computers correctly.

### **CENTER FOR ENERGY RESEARCH AND DEVELOPMENT, OBAFEMI AWOLOWO UNIVERSITY ILE-IFE**

*(Division of Materials and Electronics)*

*Industrial Training, March 2013 – September 2014*

- Worked with team members to produce prototype for the engine block by using aluminum material.
- Maintained good relationship with other team members.
- Presented day-to-day update and report on the progress and success of the project assigned.

### **EDUCATIONAL QUALIFICATIONS**

#### **OBAFEMI AWOLOWO UNIVERSITY ILE-IFE, OSUN STATE.**

*B.Sc. Materials Engineering, Second Class Honor (2015)*

#### **SEAT OF WISDOM COLLEGE IKOYI, OSUN STATE.**

*Senior School Certificate Examination (2007)*

#### **ST DAVID'S PRIMARY SCHOOL IKOYI, OSUN STATE.**

*First School Leaving Certificate (2001)*

### **CERTIFICATIONS AND TRAINING OBTAINED WITH DATES**

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| ➤ Introduction to Business Management  | 2023 |
| ➤ Introduction to Quality Assurance.   | 2018 |
| ➤ National Youth Service Corps.        | 2017 |
| ➤ Health Safety and Environment (HSE). | 2011 |

**REFEREE – ON REQUEST**