

KEHINDE OMOTOLA ANTHONY

Address: 27, Joseph Amunipo Street, Ibiye, Off Badagry Road, Lagos. 103101. Nigeria

Email: anthonyo.kehinde@gmail.com | **Mobile:** +2348135188386

PROFILE SUMMARY

Resourceful and creative graduate of Microbiology, detail oriented with ability to leverage on applicable knowledge and skills to create solutions, advance scientific research and support leading-edge development. I am open to placement that engages and further develops my knowledge and set skills and to learn new ones.

EDUCATION

- **Bachelor of Science in Microbiology (Hons.) | 2015 - 2019**
- **Kem's college, Alasia Ijanikin (WASSCE) | 2004 – 2010**

WORK EXPERIENCE

Federal University of Technology Akure, Exams and Records Department
Administrative Assistant | July 2019 – May 2020

- Effectively vetted transcripts along with a team, for thousands of graduate students of the institution for over 30 academic years, using manual and electronic methods to ensure correct data output for issuance.
- Assisted in monitoring the pipeline of transcripts dispatch, to ensure on time deliveries to their locations, locally and internationally.
- I efficiently handled client's, that is past and present students, parents and guardians, request and complaints for transcripts and other academic document. Increased positive recommendation of client-admin service relation.

Oyo State Ministry of Health, Food, Water and Laboratory Services

Laboratory Intern | February 2018 - July 2018

- Assisted in collecting food and water samples from consumption companies within the state following standard operation procedures (SOP).
- Responsible for writing and review of laboratory test results. Ensured that tests were carried out in proper procedures to avoid false reports.

CERTIFICATION OBTAINED

- Occupational Safety Society of Nigeria (OSSN) for Health and Safety Management level 1,2 and 3, with ID: 200916. **(2019).**
- Member of American Society for Microbiology with member **ID: 200232798.**
- Certificate of participation in Leadership training and workshop organized by Faculty of Science Executive, University of Ibadan. **(2016).**

INTERESTS AND HOBBIES

- Event planning.
- Travelling, swimming, chess, volleyball, reading and tutoring.
- National and international politics.

SKILLS

- Proficient in Microsoft office packages
- Proficient use of HTML & CSS
- Willingness to work long and flexible hours
- Excellent information management and record keeping
- Social intelligence and networking
- Fluent communication and writing skills in English.