

JIMOH SHERIFAT TEMITOPE

131, Borno Way, Ebute Metta, Lagos State, Nigeria.

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CAREER SUMMARY

Motivated individual with relevant experience in Sales, Business Development and Laboratory analysis. Effective spoken and written communicator with great interpersonal relationship, critical thinking and problem solving skill, fast learner and quick adaptability, ability to work under pressure and consistently meeting deadlines and time management. Aim to work with dedicated professionals in any firm or organization where I can use my skills, initiative and energy effectively to actualize organization goals and objectives.

BIO DATA

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| Date of Birth: | 24th May 1996 |
| Nationality: | Nigerian |
| Gender: | Female |
| Marital Status: | Single |
| Languages: | English and Yoruba |

RELEVANT EXPERIENCE

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| RAKSAN R & K NIG. ENTERPRISES | 2018 – 2019 |
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Position:

Store Manager and Accountant

Responsibilities:

- Checking of day to day sales record and account balancing.
- Contributes to team effort by maximizing company profit.
- Maintains customer confidence and protect operations by keeping Financial information confidential.
- Prepares payments by verifying documentation and requesting disbursements.

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| UNILAG CONSULT LTD, AKOKA, LAGOS STATE | 2018 |
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National Youth Service Corp

Position:

Environmental Laboratory Analyst and Office Assistant

Responsibilities:

- Performing laboratory tests in order to produce reliable and precise data.

- Ensured Gas analysis were carried out appropriately
- Ensuring the laboratory is well stocked and resourced

GAS SAMPLING FOR SHELL NIGERIA GAS LIMITED

- Air and Water quality monitoring for Shell Nigeria Gas Limited

MEGASEA PAINT INDUSTRY LTD.

2015

Student Industrial Work Experience Scheme (SIWES) Internship:

Position:

Quality Control Personnel

Responsibilities:

- Monitor operations to ensure that they meet production standards
- Recommend adjustments to the assembly or production process
- Checking the viscosity, opacity, drying time, affinity and gloss level of newly produced paints.

PROFESSIONAL CERTIFICATIONS

- Health, Safety and Environment (HSE) Level 1, 2 and 3 2018
British International Safety Organization (BISO), United Kingdom.
- Environmental Impact Awareness Department of Petroleum Resources, Nigeria.
- Basic First AID Novelle Center, Lagos, Nigeria.

EDUCATIONAL BACKGROUND

- UNIVERSITY OF ILORIN, ILORIN KWARA STATE
BSc. Industrial Chemistry 2017
- ST. DANIEL COLLEGE, LAGOS STATE
Senior School Certificate Examination (SSCE) 2013
- OPE OLUWA NURSERY & PRIMARY SCHOOL
Primary School Leaving Certificate (PSLCE) 2006