

ADEYEMI HALIMAH ADEBUKOLA

Address: Olasepe Estate, Denro Akute, Ojodu Berger.

Email: halimahadeyemii@gmail.com

Phone No.: +2348176239514, +2348148658449

OBJECTIVES

To work in an intellectual environment that will foster creativity and accomplishment as well as opportunity to learn and grow to my full potential, contributing positively to the growth and development of any organization where efficiency is rewarded.

PERSONAL DATA

Sex:	Female.
Marital Status:	Single.
Nationality:	Nigerian
State of Origin:	Kogi State
Date of Birth:	19 th June 1998
Languages:	English and Yoruba.

EDUCATIONAL BACKGROUND GRADUATION YEAR

- | | |
|---|------|
| • UNIVERSITY OF ILORIN (Bachelor of Science, Food Science) | 2021 |
| • AN-NUR ISLAMIC COLLEGE ILORIN (SSCE) | 2015 |

EMPLOYMENT HISTORY

➤ **MIKANO INTERNATIONAL LIMITED (MEDICAL DIVISION)**

Designation: Quality Control Inspector

2023 – Till date

Duties/Responsibilities:

- Carry out quality assessment measures of all the products ready to be sold and incoming raw materials.
- Take a thorough look at the plans, specifications and blueprints to understand the product requirements.
- Reject all the incoming raw materials that fail to meet quality expectations and report the issue to the concerned department at the earliest.
- Resolving quality-related issues and adhering to deadlines
- Providing training to the quality assurance new hires.
- Design an efficient design protocol that can be used across all the domain
- Prepare documentation of the inspection process, which includes detailed reports and performance records
- Recommend improvement measures to the production team.
- Carry-out other quality control activities as assigned by my line manager.

➤ **NATIONAL OIL SPILL DETECTION AND RESPONSE AGENCY (NOSDRA) - (PPA-NYSC)**

Department: Planning, Policy Analysis and Research (PPAR)

2021 – 2022

Duties/Responsibilities:

- Take visitors enquiries and point them in the right direction, answer inquiries, and create a welcoming environment
- Maintain files and databases in a confidential manner
- Manage communication including emails and phone calls
- Screen phone calls, redirect calls, and take messages
- Schedule appointments, meetings, and reservations as needed
- Receive deliveries; sort and distribute incoming mail
- Maintain and order office supplies
- Receive invoices and review for accuracy
- Coordinate staff travel arrangements including transportation and accommodations

➤ **NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL (NAFDAC) - (INDUSTRIAL TRAINING)**

Department: Area Laboratory, Kaduna.

2019 – 2020

Duties/Responsibilities:

- Analyzing of samples (food, water, drugs and cosmetics) in the laboratory.
- Physical, chemical and microbial tests on food and water samples.
- Use, maintain and calibrate lab equipment's on a daily basis.
- Maintained product quality and adherence to management of Hygiene compliance team
- Worked with other site functional areas to ensure issues are investigated and corrective actions agreed and implemented
- Assisted team members in ensuring smooth laboratory operation through analytical testing, proper documentation practices and developed solutions to production issues.
- Ensured that food quality conforms with processing, consumer and industry standards

PROFESSIONAL CERTIFICATE

- **DEXTER AND HEROS CONSULTING LTD.** (Health Safety and Environment) 2022
- **DEXTER AND HEROS CONSULTING LTD.** (Project Management) 2022
- **OBS CONSULTING AND TRAINING INSTITUTE** (Endnote Package for Referencing and use of Statistical Package for Social Science) [SPSS] 2020

COMPUTER SKILLS:

- Microsoft office (Word, Excel and PowerPoint)
- G-Suite (Word, Slide and Form)

SOFT SKILLS:

- Communication.
- Teamwork.
- Negotiation and persuasion.
- Problem solving.
- Leadership.
- Organization.
- Perseverance and motivation.

HOBBIES:

Reading

Learning

REFERENCE:

Available on request.