

OLUWAKEMI AKOREDE SOYEMI

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SKILLS

- Customer service orientation
- Details-oriented
- Excellent communication
- Training and development
- Interpersonal communications
- Microsoft office proficiency
- Deadline-oriented
- Organization and efficiency
- Teachable
- Good listener
- Result-oriented
- Time management
- Quick learner
- Ability to multi-task

EXPERIENCE

Nutritionist

Lagos, Lagos

ShikelGlobal(PureNutra)/Jan2020/Jan2021

- I formulated/reformulated foods to make them healthier (i.e. lower salt, higher fibre, higher protein).
- I assisted with the design of products.
- I supported Product Development of new products and reformation.
- I ensured Quality Assurance
- I advised food safety and toxicology.
- I Prepared nutritional marketing material for in-house use to public use.
- Project Management.
- Nutrition policy (writing, lobbying and implementation)

Manager

Lagos, Lagos.

GOLDFINGER LIMITED /Jan2019/Jan2020

- I ensured the daily functioning of all the departments.
- I interviewed, make decision on hire and train new employees.
- I completed administrative work and correspond with other departments.

- I delegates tasks to my colleagues according to department's needs.
- I motivated staffs under me.
- I evaluate data and employee performance monthly.

Agent Field Officer

lagos, lagos.

ACCESS BANK Plc/ Apr2018/Jan2019

- Listened to customers' comments, responded appropriately and forward issues to appropriate department.
- Planned and execute project.
- Communicated with parts department to obtain needed parts.
- Opening of new accounts to customers.
- Trained new team members on various navigational duties and provided support and monitoring.
- Responded to emergency situations quickly that arose following illegal excavations and provided effective remediation.
- Trained Agents on opening accounts and pos usage which improved overall productivity and efficiency.
- Documented updates to management on renewal progress and renewals forecast.

Administrative officer

Lagos, LA

Job-Link Foundation/Oct 2016/Mar 2017

- Organized subsystem to execute proper collection of data.
- Instituted dynamic team of astute and successful administrative professionals that supported all corporate growth and productivity objectives.
- Compiled reports to help management enhance plans and make key operational decisions.
- Maintained files and records for clients and observed all safety protocols to prevent breaches and misuse of data.
- Evaluated and identified ineffective workflow processes to devise and implement solutions that achieved greater productivity and personnel performance.
- Guided employees through routine and complex administrative situations with firm but motivational approach.
- Trained new employees on job role and functions.

Call Center Agent

Lagos, lagos

MTN NIGERIA CNSSSL/ Jun 2016 to Aug 2016

- Listened to customers 'comments, responded appropriately and forwarded issues to appropriate department.
- Delivered an exceptional level of service to each customer by listening to concerns and answering questions.
- Monitored multiple databases to keep track of all company inventories.

Nutrition Assistant

Okigwe IM

Enugu Park/ Jan 2015 to Oct 2015

- Counseled pregnant women nutritional requirements, gestational diabetes and hypertension diet management, pre natal supplements and benefits of breastfeeding.
- Planned menus and ordered specific foods to meet medical restrictions.
- Worked as part of team to ensure proper care of body mechanics and safety of patient.
- Actively maintained up-to-date knowledge of applicable state and Federal laws and regulations.
- Achieved departmental goals and objectives by restricting new processes and standards for in-patient care.
- Developed and supervised staff by providing orientation, training, support and direction.
- Conducted onsite visits to perform evaluations.
- Organized training to health workers in the state with collaboration of UNICEF and WHO.

EDUCATION AND TRAINING

Bachelor of Science. Nutrition and Dietetics

Federal University of Agriculture Abeokuta 2014

Abeokuta, Ogun.

High School Certificate

O and A Academy 2006

Ikenne Ogun.

UNICEF TRAINING

Young Infant and Child Feeding Training

ACCELERATION THERAPEUTIC COMPANY

Special Children Education Training.

SUMMARY

Extremely results-oriented and a proactive problem solver seeking to leverage background into a management or supervisor role with a progressive organization.