

ADEYEMI BLESSING OMOLOLA

Address: 55, Arije Musa Street, Off Shoga Egan, Igando, Lagos State

Email: adeyemiblessing293@gmail.com

Phone: 08149032034 | 08131618204

BIO DATA:

State/LGA: Lagos State / Alimosho Local Government Area
Date of Birth: 16th February, 1999
Sex: Female
Marital Status: Single
Nationality: Nigerian
Languages: English and Yoruba

CAREER OBJECTIVE:

To build a successful career in a progressive and reputable organization where I can contribute my knowledge, skills, and experience toward achieving organizational goals while continuously developing professionally while delivering excellent service and supporting organizational growth.

CORE SKILLS:

- ❖ Excellent communication, interpersonal and customer service skills.
- ❖ Strong organizational and multitasking abilities.
- ❖ Proficient in Microsoft Word and Microsoft Excel.
- ❖ Proficient in AI productivity tools such as ChatGPT, Meta AI and other AI assistants for report writing, documentation, research and administrative support.
- ❖ Knowledge of Health, Safety and Environment (HSE) principles.
- ❖ Inventory, receiving and documentation management.
- ❖ Excellent report writing and record-keeping skills.
- ❖ Strong problem-solving and analytical skills.
- ❖ Ability to work independently and as part of a team.
- ❖ Time management and attention to detail.

ACADEMIC QUALIFICATIONS WITH DATES:

- Federal University Oye-Ekiti, Ekiti State
Bachelor of Science (B.Sc.) in Animal and Environmental Biology
(Second Class Lower Division) 2019 – 2023
- Korecomme College, Lagos State
West African Senior School Certificate (WASSCE) 2011 – 2016
- Yemsol Private School, Lagos State
First School Leaving Certificate (FSLC) 2004 – 2010

PROFESSIONAL QUALIFICATIONS/CERTIFICATIONS:

- ❖ Health, Safety and Environment (HSE) Level 1
- ❖ Health, Safety and Environment (HSE) Level 2
- ❖ Environmental Impact Assessment (EIA) Level 3
- ❖ Microsoft Office Applications (Microsoft Word & Excel)
- ❖ Certificate in Content Writing
- ❖ Basic CoreIDRAW Certification
- ❖ Certificate in Project Management (Executive) – Nigerian Red Cross Society
- ❖ Certificate of Participation – Nigerian Red Cross Society
- ❖ Certificate in Basic Financial Education
- ❖ NYSC Certificate

WORK EXPERIENCE:

- **Customer Service/Receiving Officer**
Cynosure Homes and Properties, Lagos State 2025 – Present

Responsibilities

- Manage customer inquiries and maintain excellent customer relationships.
- Receive, inspect and document construction materials.
- Maintain inventory records and prepare daily stock reports.
- Coordinate material distribution and ensure proper documentation.
- Support administrative activities and maintain accurate records.

- **Subject Teacher**
Above All College, Lagos State 2024

Responsibilities

- Prepared lesson notes and delivered classroom instruction.
- Assessed students' academic performance.
- Maintained classroom discipline and an effective learning environment.

- **Baker**
One Love Eatery, Lagos State 2023

Responsibilities

- Prepared baked products while maintaining hygiene and quality standards.
- Managed baking schedules and ingredient measurements.

- **SIWES Intern**
Lagos State Ministry of the Environment, Alausa 2023

Responsibilities

- Assisted in environmental monitoring and inspections.
- Participated in environmental awareness and field activities.
- Supported environmental documentation and reporting.

➤ **Laboratory Assistant**

Jah Has Medical Diagnostic Laboratory

2022

Responsibilities

- Assisted in sample collection and laboratory procedures.
- Maintained laboratory equipment and laboratory records.

➤ **Subject Teacher**

Muel and Nuel School, Oye-Ekiti

2021

➤ **Class Teacher**

Princely Private School, Akungba-Akoko

2018 – 2019

➤ **Baker**

Estombus Catering Services, Lagos State

2018

➤ **Class Teacher**

Above All School, Igando, Lagos State

2016 – 2017

VOLUNTEER EXPERIENCE:

- ❖ Nigerian Red Cross Society
- ❖ Served as an Executive in the Project Management Department.
- ❖ Coordinated and supported humanitarian and community development projects.
- ❖ Participated in community medical outreach programmes.
- ❖ Volunteered at the Girls' Correctional Centre.
- ❖ Participated in outreach activities at Bethesda School for the Blind.
- ❖ Assisted in planning and execution of Red Cross programmes and community service initiatives.

HOBBIES:

Cooking, Baking, Reading, Writing, Singing and Community Service

REFERENCE:

Mr. Temitope Oladayo

Founder DeeYDeeX Educational Consult and Business Centre

Phone: 09066921816