

# AJAYI ELIZABETH MOYINOLUWA

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## PROFESSIONAL SUMMARY

Detail-oriented Microbiology graduate with practical experience in quality control, laboratory testing, documentation, and compliance with SOP and GMP standards. Experienced in conducting quality and safety analyses, maintaining accurate records, compiling quality data, and supporting operational efficiency. Strong understanding of microbiological and physicochemical testing, with excellent attention to detail, analytical ability, and commitment to maintaining high-quality standards. A reliable and adaptable professional seeking to contribute these skills as a Quality Control Officer.

## EDUCATION

### Bachelor of Science (B.Sc.), Microbiology

Federal University Oye Ekiti, Ekiti

November 2019 - March 2024

## CORE SKILLS

- Quality Assurance (QA) & Quality Control (QC) Standards
- Process Improvement & Optimization
- Standard Operating Procedures (SOPs) Development
- Data Accuracy, Verification & Documentation
- Quality Audits & Regulatory Compliance
- Document Control & Records Management
- Communication skills
- Time Management
- Confidential Information Handling
- Organizational Skills
- Microbiological & Physicochemical Testing

## EMPLOYMENT HISTORY

### Teaching Fellow - Flourish Academy (NYSC)

April 2025 - March 2026

- Delivered structured educational lessons and academic instructions in alignment with curriculum standards.
- Maintained accurate student records, performance metrics, and educational documentation.
- Responded to inquiries from students and parents professionally and promptly.
- Assisted with academic data entry, records management, and database tracking to maintain evaluation accuracy.
- Supported educational planning, school activities, and academic workshops through effective coordination.
- Collaborated with academic departments to enhance instructional delivery and learning outcomes.

### Quality Control Intern (Microbiology Unit) - Seven Up Bottling Company

April 2022 - September 2022

- Conducted quality and safety analysis on raw materials, production water, and finished products to ensure compliance with company and regulatory standards.
- Performed laboratory and physiochemical tests (pH, turbidity, acidity, sugar content, TDS) to maintain product consistency.
- Maintained accurate records, reports, and documentation in line with SOPs and GMP standards.
- Collaborated with production and operations teams to enhance workflow efficiency.
- Compiled and organized quality data for management review and decision-making purposes.
- Maintained confidentiality and integrity of company data while handling sensitive operational information.

## REFERENCE

Available upon request.