

CURRICULUM VITAE

ADEYEMI KEHINDE DORCAS

Last updated june, 2025

About me ||

Adeyemi kehinde dorcas is a committed, self driven and result driven graduate seeking a career path in every major of life. Yes I have my heart in the Food Science career core and perspective such as quality, safety, supply chain, procurement and so on, but I have also built some new love for job roles outside my field too and very open and adaptable to learn. She can learn fast on proper instruction, very articulate with record keeping, team collaboration and events, possess essential transferable skills, also a strong oral and verbal communication skills in English and Yoruba languages.

PERSONAL INFORMATION



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Sex:Female Nationality:Nigerian (Nigeria)

CAREER OBJECTIVES

To work in a conducive environment with good firm bent on providing solutions to the country's social problems with a goal of attaining an enviable image for the nation

- To passionately contribute to the eradication of unhealthy social vices
- To work in a surviving and educative environment with good corporate policy, resulting in a motivating and enabling work environment
- To be a role model by exhibiting high diligence and integrity while improving the health status of the affected population at large.

MOTIVATION

Seeking for new ways of adding values, gaining value while building myself

WORK EXPERIENCE

Oct. 2018- Nov. 2018

Casual worker



Labelling/ packaging

Detop Institute, Mushin ojuwoye, Lagos state

- Labelling products with accurate information (e.g., product name, price, ingredients)
- Packaging products into boxes, bags, or containers
- Ensuring packaging materials are properly used and secured
- Checking products for damage or defects
- Maintaining a clean and organized workspace
- Following safety procedures and guidelines
- Meeting production targets and deadlines
- Collaborating with other team members as needed

May 2020-Aug. 2020

Sales officer (Internship)



Marketing

Surprise Super Loaf Bakery, Ikorodu, Lagos state

- Data Entry Officer- stock of finished products, sales record and account balance sheets
- Help manages activities of associates in warehouse departments including but not limited to receiving, stocking, retrieving, pulling orders, packing, processing and shipping of finished goods.
- Respond to production problems and implement solutions as necessary.
- Responsible to make sure all orders are pulled by the team.
- Assisted the production team as needed

Sept. 2020- Dec. 2020

Industrial Training (SIWES)



All departments

G.L. Loaf Royal Nigeria Ltd. Ikorodu, Lagos state

- Data Entry Officer- stock of finished products, sales record and account balance sheets.
- Help manages activities of associates in warehouse departments Including but not limited to receiving, stocking, retrieving, pulling orders, packing, processing and shipping of finished goods.
- Monitored the working environment hygiene before and after usage/each production.
- Assisted in sourcing for raw materials as needed
- Assisted in the administrative job in general
- Assisted in responding to production problems and implement solutions as necessary.
- Responsible to make sure all orders are pulled by the team.

**June 2023 – Apr. 2024 Quality control/Assurance Personnel (N.Y.S.C)
Laboratory/production line assistant (food division)
Apple and Pears Limited, sagamu, Ogun state.**

- Assisted in conducting laboratory tests on raw materials, finished products and packaging materials to
- Ensured compliance with quality standards
- Collected and analyzed samples from production lines for quality testing
- Recorded and reported test results, identifying any deviations or non-conformities
- Participated in internal audits and quality management system activities

**Apr. 2024- Sept. 2024 Quality Assurance/Inspector Personnel
Production Line assistant (Food division)
Apple and Pears Limited, sagamu, Ogun state**

- Assisted in inspection and monitoring of production lines to ensure compliance with quality standards, regulations and industry norms
- Conducted visual inspections of products and packaging to identify defects or non-conformities
- Check products against specifications, blueprints or other quality criteria
- Collaborated with production teams to implement corrective actions and improvements
- Stay up-to-date with industry trends, regulation and quality standards

**Oct. 2024- Dec. 2024 Project manager
Planning committee, stylist and personal assistant
Oluwaseyifunmi store, Okeagbe akoko,Ondo state.**

- Assisted with organizing chores
- Gathered data from different source and analyzing trends
- Generated reports and ideas to provide actionable insights to management
- Responsible for the female attire and looks
- Assisted largely in preparing and distributing incentives
- Ensured every team is well and organized

**Jan. 2025- Mar. 2025 Exective assistance personnel
Sales, audit and market
Oluwaseyifunmi store, ikorodu, lagos state**

- Conducted market expenditure and survey for present and incoming goods
- Responsible for cash and transfer sales

- Assisted in preparing ledger for goods inflow
- Balance sheet of inventory goods

April 2025-May 2025

AD-HOC Staff

Advent field officer Lagos State Landuse charge

Ilupeju branch, ilupeju road, Lagos state

- Responsible for delivering of bills to various destination
- Data entry of bill delivery
- Collation and arrangements of bills
- Responsible to attend to customer complaints while on field
- Giving feedbacks of the field activity to presiding supervisor
- Property identification via visual means, house-property, house-number and online search
- Mapping and navigating of street coordinates
- Responsible to rectify complaints and difficulty of property owner while on field

EDUCATION

DEC. 2022

Bachelor of science in FOOD SCIENCE

University of Ilorin, Ilorin kwara state

JUN. 2013

WEST AFRICA SECONDARY CERTIFICATE

EXAMINATION (SSCE)

Ilupeju Senior Secondary School, Ilupeju Oshodi Lagos State.

CERTIFICATIONS

- Diploma in desktop publishing Dec. 2013| ICR Computer institute
- Certificate of National service April 2024| National youth service corps (NYSC)
- Certificate of participation Nov. 2024 | NIGERIAN INSTITUTE OF FOOD SCIENSCE AND TECHNOLOGY(NIFST)
- Certificate of completion in product design 2024| Ladies in tech (LITA)
- Certificate of completion in project management 2024 | The Newleaf institute
- Certificate of achievement in professional soft skills 2024 | Jobberman
- Certificates of Learning path from linkedin learning and Microsoft 2024
- Statements of achievement from CISCO Networking academy 2024
- Certificates of Learning path from HR certification Institute (HRCI) 2024
- Certificates of Learning path from project management institute (PMI) 2024
- Certificate of Learning path from international institute of business analysis (IIBA) 2024
- Certificates of completion from Alison| in view
- Certificate of completion in digital marketing| ongoing

PERSONAL DETAILS

Language: English, Yoruba

Communication skill: Excellent communication skills gained through various interaction with facets of life and professionals

Organization skills: Organization skills developed from my work experience and position occupied

Leadership skills: Largely developed during my offices in secondary school, church and NYSC

Digital skills: working knowledge of Microsoft Package, product Design Software, virtual assistance, data analysis, Internet Applications

Others : Intermediate class in fashion design | Temitope fashion design, Lizmod courture

INTEREST /ACTIVITIES

Research, travelling, checking up and meeting new people

REFeree

Available upon request