

KESHINRO MARIA OLUWASEYI

 Lagos, Nigeria

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◆ PROFESSIONAL SUMMARY

Results-driven and highly organized Administrative Professional with experience in executive support, customer service, quality control, and human resource functions. Proven ability to manage multiple tasks efficiently, improve operational processes, and deliver excellent client service. Strong communication, problem-solving, and digital skills with a commitment to contributing to organizational growth and success.

CORE SKILLS

- Administrative & Executive Support
- Customer Service & Client Relations
- Communication & Interpersonal Skills
- Time Management & Multitasking
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Data Handling & Reporting
- Problem Solving & Critical Thinking
- Team Collaboration & Leadership

◆ WORK EXPERIENCE

Personal Assistant to Managing Director

Fairbells Pharmacy, Lagos



July 2023 – Present

- Provide high-level administrative support to the Managing Director
- Coordinate schedules, meetings, and official communications
- Prepare reports and maintain accurate documentation
- Manage office supplies and inventory efficiently
- Enhance workflow by organizing tasks and improving time management

- Deliver excellent support to staff and visitors

Chemistry Teacher (NYSC)

*Ikoyi Ile Grammar School, Ogbomosho,
Oyo State*



August 2022 – May 2023

- Delivered engaging Chemistry lessons to senior secondary students
- Developed lesson plans and practical teaching materials
- Improved students' understanding through practical demonstrations
- Collaborated with staff to enhance teaching methods

Front Desk Officer

Vision Hotel, Bariga, Lagos



October 2021 – June 2022

- Welcomed and attended to guests professionally
- Managed phone calls and handled customer inquiries
- Resolved complaints efficiently to ensure customer satisfaction
- Maintained schedules, bookings, and confidential records

Quality Control Officer

Mardi Mari Investment Ltd, Lagos



October 2020 – May 2021

- Conducted laboratory analysis on consumable water

- Monitored quality standards (pH, temperature, filtration processes)
- Ensured compliance with safety and quality regulations
- Maintained accurate records of test results

SIWES Intern (Laboratory Assistant)

*Federal Institute of Industrial Research,
Oshodi (FIIRO)*



April 2019 – June 2019

- Assisted in laboratory analysis of food, water, and drugs
- Operated laboratory equipment (AAS, UV Spectrometer)

- Supported research and data collection processes

◆ EDUCATION

Bachelor of Science (B.Sc) in Chemistry
University of Ibadan – 2021

◆ CERTIFICATIONS

- Environmental, Health & Safety Management (EHS) – Alison (2024)
- Quality Management System ISO 9001:2015 – Alison (2024)
- Human Resource Management Professional (HRMP) – 2023

◆ PROFESSIONAL

MEMBERSHIP

Associate Member, International Institute of Human Resource Management

◆ **ADDITIONAL STRENGTHS**

- Strong work ethic and attention to detail
- Ability to work under pressure and meet deadlines
- Adaptable and quick learner
- High level of professionalism and integrity

◆ **REFERENCES**

Available on request

