

Kuponiyi Kehinde Beulah

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LinkedIn: Kehinde Kuponiyi

Detail-oriented and organized Biochemistry graduate with hands-on experience in administrative support, quality control observation, basic accounting. Customer-focused sales assistant with 2 years sales experience.

PROFESSIONAL EXPERIENCE

Eunice Gift Items (Mikky Bus-stop, Agric Ikorodu Lagos State)
Sales Representative

05/18 - 09/20

- Attended to customers and processed sales transactions
- Maintained records of goods sold and stock levels
- Improved customer satisfaction through effective communication
- Assisted with product arrangement and store organization

PJO, Central Research Laboratory, FUTA, Akure, Ondo State, Nigeria.
Lab Technician And Secretary

08/23 - 01/23

- Observed laboratory procedures and quality control processes
- Assisted in sample handling and documentation
- Gained exposure to safety and compliance standards

Oaks International Bakery - Alabi Oyo Street
Assistant Accounting Manager

02/25 - 05/25

- Assisted in recording daily sales and expenses
- Managed inventory and monitored stock levels
- Ensured accuracy in financial records
- Supported general administrative duties
- Recorded daily production

EDUCATION

Federal University of Technology Akure/ Life sciences
B.Tech Biochemistry - Second class upper division

06/18 - 01/24

PROJECTS

Modulation Of Pro-inflammatory Genes In Prostate Cancer

08/24

- Investigated the potential therapeutic effects of Indigofera Macrophylla extract on the modulation of pro-inflammatory gene expression in a prostate cancer-induced rat model.

Education NYSC Cds

08/25 - 05/26

- Utilized strong communication and teaching skills to deliver science lessons to students, improving their understanding of core concepts.
- Led a community development project focused on education, which involved visiting school and sensitising them about things that matter and led to about 40% increased participation.

KEY SKILLS

- Problem solving and critical thinking
- Quality Control & Inspection Support
- Administrative Support and Office Management
- Record Keeping and Documentation
- Communication and Customer Service
- Time Management and Organization
- Microsoft Office (Word, Excel)