

JIMOH OMOLABAKE

ADMINISTRATION | OPERATIONS | CUSTOMER SERVICE | QUALITY | ACCOUNTING SUPPORT

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PROFESSIONAL SUMMARY

Versatile and detail-oriented professional with a B.Sc. in Microbiology and experience across administration, operations, accounting support, quality assurance, production coordination, customer service, inventory, reporting, and process improvement. Strong ability to organize tasks, maintain accurate records, communicate effectively, support teams, monitor processes, and solve day-to-day operational challenges. Proficient in Microsoft Office with a strong work ethic, adaptability, attention to detail, and commitment to delivering quality results.

CORE COMPETENCIES

- Administration & Office Support
- Operations & Process Coordination
- Customer Service & Relationship Management
- Accounting & Financial Record Support
- Quality Assurance & Quality Control
- Inventory & Stock Management
- Data Entry, Documentation & Reporting
- Microsoft Office & Excel
- Production Monitoring & Coordination
- Team Collaboration & Communication
- Problem Solving & Attention to Detail
- KPI Monitoring & Process Improvement

PROFESSIONAL EXPERIENCE

Continuous Improvement / Production Analyst (NYSC) | Lucky Stationery Nigeria Limited (BIC), Ogun State

August 2023 – June 2024

- Monitored daily production activities and analyzed process data to support quality, productivity, and operational efficiency.
- Monitored KPIs and supported improvement initiatives aimed at reducing waste and improving line productivity.
- Performed root cause analysis using 5 Whys and Fishbone methods to identify recurring operational issues.
- Supported safety and quality audits and maintained relevant documentation and reports.
- Coordinated daily production meetings and collaborated with supervisors and engineers on improvement activities.

Quality Assurance Intern | Olam Grains, Lagos

June 2021 – November 2021

- Conducted in-process and finished-product inspections to verify compliance with production and safety standards.
- Performed microbial and chemical analyses and documented findings for review.
- Identified production irregularities and supported corrective actions to maintain product quality.
- Prepared quality reports and maintained documentation for management review.

Personal Assistant | Wise-Anchor Animal Feeds, Lagos

February 2016 – December 2017

- Provided administrative and operational support, including coordination of tasks, communication, records, and follow-up activities.
- Worked with production and logistics teams to support timely delivery and customer satisfaction.
- Monitored customer and market feedback and communicated relevant information to the team.
- Supported customer relationship and product presentation activities.

Accountant | D-Ventures Cafe, Lagos

April 2012 – November 2014

- Maintained accurate records of daily sales, expenses, receipts, and cash transactions.
- Prepared and reconciled daily cash and sales records to support financial accuracy and accountability.
- Monitored expenses and supported basic budget and cost-control activities.
- Prepared basic financial summaries and maintained invoices, payment records, and supplier documentation.
- Supported inventory and stock record monitoring by reconciling purchases, usage, and sales.

Sales Representative | Grace Supermarket, Lagos

March 2015 – January 2016

- Assisted customers, responded to enquiries, and supported a positive customer experience.
- Monitored product availability and supported inventory control and stock-level coordination.
- Coordinated with suppliers and team members to maintain product availability.

EDUCATION

B.Sc. Microbiology – Kwara State University, Ilorin | 2022

Relevant Courses: Industrial Microbiology, Biochemistry, Medical Microbiology, Biotechnology

JUPEB – Adeleke University, Osun State | 2019

TECHNICAL SKILLS

Microsoft Office Suite (Excel, Word, PowerPoint) | Data Entry | Documentation & Reporting | Basic Statistical Process Control (SPC) | Lean Tools (5S, Kaizen, Root Cause Analysis)

ADDITIONAL STRENGTHS

Strong interpersonal and communication skills | Analytical and detail-oriented | Team collaboration | Time management | Adaptability | Leadership and coordination | Commitment to continuous learning

REFERENCES

Available upon request.