

AGORO NAOMI AYOMIDE

Address: No. 1, IKEOLUWA STREET,SANGO OTA,OGUN STATE.

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CAREER OBJECTIVE

A dedicated and detail-oriented Pure Chemistry graduate with strong organizational, communication, and administrative skills. Seeking an opportunity to contribute effectively to a reputable, dynamic, and technology-driven organization where I can apply my knowledge, develop professionally, and add value towards achieving organizational goals and sustainable growth.

CORE SKILLS AND COMPETENCIES

- Strong interpersonal and communication skills.
- Excellent written and verbal communication abilities.
- Good record-keeping and documentation skills.
- Ability to learn quickly and adapt to new work environments.
- Strong organizational and time-management skills.
- Teamwork and relationship management skills.
- Ability to work with minimal supervision and meet deadlines.
- Proficient in administrative support and office management.
- Detail-oriented with strong problem-solving abilities.
- Self-motivated and result-driven.

EDUCATION

B.Sc. Pure Chemistry

Tai Solarin Federal University of Education

Senior Secondary School Certificate (SSCE)

Dar Rahman college oniyale, ifo

First School Leaving Certificate (FSLC)

St.comfort and clement model school

INDUSTRIAL TRAINING EXPERIENCE

Industrial Trainee – Administration and Records

Majesty Luxury Paints, Ikorodu, Lagos State

SIWES Internship | July 2025 – January 2026

Key Responsibilities:

- Managed correspondence and assisted with administrative duties.
- Received visitors and scheduled appointments for management staff.
- Supported stock reconciliation processes and inventory documentation.
- Maintained accurate records of raw materials and finished paint products.
- Prepared departmental reports and meeting minutes.
- Assisted in organizing and filing company records and documents.
- Ensured proper documentation and record management procedures were followed.

STRENGTHS

- Hardworking and dependable.
- Strong attention to detail.
- Positive attitude towards work.
- Ability to complete tasks within deadlines.
- Fast learner and adaptable.
- Excellent work ethic and commitment to excellence.

PERSONAL INFORMATION

Date of Birth: 27, October 2005

Gender: Female

Marital Status: Single

Local Government Area: main land.

State of Origin: lagos state

Nationality: Nigerian

Religion: Christian

REFEREES

Available upon request.