

RABIU FASILAT ODUNOLA

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PROFESSIONAL SUMMARY

Detail-oriented Chemistry graduate (B.Sc., Lagos State University, 2024) with hands-on experience in pharmaceutical warehouse operations, laboratory support, insurance retail operations, inventory control, and data management. Proven record of ensuring cold-chain compliance, maintaining accurate documentation, and improving operational traceability using Microsoft Office tools. Combines scientific expertise with nearly a decade of experience in sales, business development, and essential oil production. Seeking a role in quality control, production, laboratory services, or pharmaceutical operations where scientific knowledge and operational efficiency drive measurable organizational growth.

EDUCATION

Bachelor of Science (B.Sc.) — Chemistry, Lagos State University (LASU), Lagos, Nigeria | 2024

PROFESSIONAL EXPERIENCE

Retail Executive | Hilal Takaful Insurance Ikeja, Lagos | August 2026 – present

- Attended to walk-in clients and policyholders, providing product information and resolving enquiries to ensure high customer satisfaction.
- Processed insurance policy applications, renewals, and claims documentation with a high degree of accuracy.
- Maintained accurate client records and policy files, supporting compliance with documentation and reporting standards.
- Supported retail sales targets by identifying client needs and recommending suitable takaful (insurance) products.
- Collaborated with internal teams to ensure timely policy processing and smooth customer service delivery.

Founder & Operator — Essential Oil Production Business | Self-Employed, Lagos | 2021 – Present

- Produce and package coconut oil and carrot oil using chemical extraction and cold-press techniques.
- Apply chemistry knowledge to refine extraction processes and improve product purity and shelf life.
- Source and manage raw materials and oversee end-to-end production while maintaining quality consistency.
- Manage brand development, digital marketing, and customer engagement across social media platforms.
- Handle sales operations, inventory management, and financial record keeping.

Corper — Pharmaceutical Operations & Warehouse Support (NYSC) | TETA Pharmaceutical Nigeria Ltd., Ojodu Berger, Lagos | 2024 – 2025

- Performed accurate data entry and documentation using Microsoft Word, Excel, and PowerPoint, reducing documentation errors and improving record reliability.

- Maintained and updated warehouse inventory records, monitoring stock levels to ensure consistent supply availability.
- Conducted daily temperature and humidity checks of pharmaceutical storage rooms to ensure full compliance with cold-chain and storage regulations.
- Assisted in organizing warehouse materials, verifying stock accuracy, and supporting periodic stock audits.
- Developed and maintained an efficient filing system that improved document retrieval time and operational traceability.
- Contributed to enhanced warehouse accountability through structured stock monitoring and incident reporting.

Laboratory Intern (SIWES) | Rayton Diagnostic Centre, Okokomaiko, Lagos | Jan 2024 – Mar 2024

- Assisted in laboratory sample collection, handling, and preparation in accordance with standard operating procedures.
- Supported diagnostic testing workflows, gaining practical exposure to clinical laboratory operations.
- Maintained laboratory cleanliness and strictly adhered to health and safety protocols.
- Recorded, organized, and filed laboratory test data to ensure accuracy and accessibility.

Sales Representative | Al-Wajud Interior Deco, Egbeda, Lagos | 2020 – 2021

- Promoted and sold interior décor products to new and existing clients, consistently meeting monthly sales targets.
- Processed customer orders, maintained accurate client records, and coordinated timely order fulfilment.
- Participated in marketing campaigns and customer engagement initiatives to grow brand visibility.
- Delivered after-sales support to ensure high levels of customer satisfaction and repeat business.

Sales Manager | Uddy Mansion, Egbeda, Lagos | 2017 – 2019

- Managed and oversaw daily sales operations, supervising a team to meet and exceed revenue targets.
- Built and maintained strong customer relationships, handling client inquiries and resolving complaints promptly.
- Monitored stock availability and coordinated timely inventory restocking to prevent shortages.
- Developed and implemented sales strategies that increased revenue and improved customer retention.

SKILLS

- Technical & Laboratory: Basic laboratory equipment handling, sample preparation, temperature monitoring, warehouse record management, inventory control systems, essential oil extraction techniques
- Software & Digital Tools: Microsoft Word, Microsoft Excel (data entry, basic analysis, record keeping), Microsoft PowerPoint, digital marketing tools
- Business & Sales: Market analysis, client relationship management, lead generation, deal negotiation, strategic planning, financial analysis, revenue forecasting, risk management
- Soft Skills: Attention to detail, written and verbal communication, team collaboration, time management, problem solving, leadership and initiative, adaptability in fast-paced environments

EXTRACURRICULAR ACTIVITIES

Member, Students' Chemical Society of Nigeria (SCSN), Lagos State University Chapter (2021 – 2024) —
Participated in chemistry seminars, workshops, and departmental activities.