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HARUNA OJO ADELODUN

PERSONAL SUMMARY

Skilled professional with extensive experience in food preparation, machine operations, and customer service. Proficient in Microsoft Word, and finance/accounting. Demonstrated success in maintaining quality standards, managing inventory, and collaborating within teams. Proven track record in optimizing production processes and ensuring safety compliance. Ready to leverage expertise in dynamic roles requiring precision and teamwork.

SKILLS

- Proficient in Microsoft word
- Food preparation techniques
- Customer service and communication
- Report writing
- Finance and accounting

EXPERIENCE

TOSAM INTEGRATED SERVICES Ltd, Lagos — *warehouse Assistant (picking and packing)*

February 2012 - 2016 March

- Operated the packaging machinery with precision, maintaining a focus on quality and hygiene standards.
- Collaborated closely with the supply chain team to communicate packaging material, equipment and ensure timely replenishment.
- Communicated effectively with the supervisor and team members to address operational challenges and contribute to continuous improvement initiatives in the packaging process.

FIRST BANK, Lagos Nigeria — *cleaning service*

March 2016 - February 2017

- Cleaning and maintained the environment in accordance with established and safety guidelines.
- Punctuality, your customers wants to know when you are going to arrive to clean their homes
- Excellent cleaning skill,
- Ease of Communication
- The ability to organize your time and workload
- Patient and the ability to remain Calm in stressful situations

CEVA LOGISTICS (A Subsidiary of Amazon Logistics Company), Jabalali Dubai UAE — *Packer*

September 2021 - February 2022

- Operated the packaging machinery with precision, maintaining a focus on quality and hygiene standards.
- Collaborated closely with the supply chain team to communicate packaging material, equipment and ensure timely replenishment.
- Communicated effectively with the supervisor and team members to address operational challenges and contribute to continuous improvement initiatives in the packaging process.

LABOD HOTEL LTD IBADAN NIGERIA — *Kitchen Assistant*

March 2022 – May 2023

- Assisted in the preparation of a variety of menu items, ensuring adherence to standardized recipes and quality standards.

- Assisted in monitoring and managing kitchen inventory including ingredients, supplies and packaging materials.
- Maintained a clean and organized kitchen environment by following hygiene sanitation standards.
- Worked closely with kitchen staff to coordinate food preparation and ensure timely service during pick hours.

AB FOOD LTD IBADAN NIGERIA - Butcher

June 2023 – September 2023

ASHERS DELICACIES IBADAN NIGERIA LTD- DISH WASHER

October 2023 – December 2023

- Wash and sanitize dishes, glasses, utensils, and kitchen equipment using a commercial dishwasher or by hand.
- Restock dishes, utensils, and supplies as needed.

INTERWORKS ENGINEERING NIGERIA LTD - GENERAL WORKER

January 2024 – March 2024

- Perform manual labour tasks such as lifting, carrying, and moving materials and equipment.
- Assist skilled tradespeople like electricians, plumbers, and carpenters with their tasks.

C & G CONTRACTOR COMPANY - CONSTRUCTION HELPER

April 2024 – May 2024

- Assist skilled tradespeople with tasks like measuring, cutting, and assembling materials.
- Move materials and equipment around the site.

DYNAMITE CAMPUS CANADA – KITCHEN HELPER

2024

- Assisted in the preparation of a variety of menu items, ensuring adherence to standardized recipes and quality standards.
- Assisted in monitoring and managing kitchen inventory including ingredients, supplies and packaging materials.

EDUCATION

- **The Polytechnic Ibadan, Oyo State Nigeria**— *National Diploma (ND). Accountancy*

November 2011 - November 2013

- **The Polytechnic Ibadan, Oyo State Nigeria**— *Higher National Diploma (HND). Accountancy*

November 2018 - November 2020

