ALABI KHALID ADEWALE

📍 New Ife Road, Ibadan, Oyo State | 📞 08134097890 | ✉️ adewalekhalid3@gmail.com

PROFESSIONAL SUMMARY

Motivated and results-oriented professional with practical experience in pharmaceutical and clinical environments. Skilled in laboratory operations, administrative support, accurate documentation, and workflow optimization. Experienced in supporting teamwork, maintaining compliance with quality and safety standards, and contributing to organizational efficiency and growth.

CORE COMPETENCIES

- Laboratory Operations
- Data Entry & Documentation
- Process Improvement & Efficiency
- Team Collaboration & Coordination
- Analytical & Problem-Solving Skills
- Report Preparation & Presentation
- Time Management & Prioritization
- Quality Control
- Administrative Support & Scheduling
- Compliance & Safety Standards
- Record Management
- Inventory & Supply Management
- Research & Data Analysis
- Client/Patient Relations

WORK EXPERIENCE

Administrative Assistant (NYSC Intern)

Nigeria Immigration Office Clinic | *2024 - 2025*

- Organized and maintained over 500 clinic records with 100% accuracy.
- Entered daily data for 50+ patient and staff documents.
- Assisted clinical staff to reduce patient processing time by 20%.
- Coordinated weekly schedules for 30+ staff members.
- Ensured compliance with administrative and confidentiality standards.

Industrial Trainee

Dana Pharmaceutical Limited Company | *2023 - 2024*

- Conducted 50+ sampling tests and accurately recorded results.
- Operated laboratory equipment for 20+ quality control procedures.
- Ensured full compliance with safety and quality standards.
- Assisted in pharmaceutical production processes, improving efficiency by 15%.
- Supported data recording and analysis for 10+ laboratory projects.

EDUCATION

B.Sc. Industrial Chemistry

Olabisi Onabanjo University | 2019 - 2023

CERTIFICATIONS

- Bachelor of Science (B.Sc.) in Industrial Chemistry - Olabisi Onabanjo University (2023)
- Certificate of National Youth Service (NYSC) | 2025
- Virtual Assistant Analyst Certification - Express Tech Academy
- Frontend Development Certification - TS Academy

TECHNICAL PROFICIENCIES

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Statistical Analysis Tools (SPSS, Excel)
- Documentation & Record-Keeping Systems
- Frontend Web Development
- Virtual Assistance Tools

REFERENCES

Available upon request.