KAREEMAT OLAITAN KEHINDE

OND GRADUATE | ENTRY-LEVEL OPERATIONS, CUSTOMER SERVICE & ADMINISTRATIVE SUPPORT

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PROFESSIONAL PROFILE

Motivated OND graduate in Pharmaceutical Technology with three months of SIWES experience at Joekem Pharmaceutical & Chemical Ltd. Gained practical exposure to stock arrangement, expiry-date checks, maintaining organised shelves, and supporting prescription interpretation and dispensing under supervision.

Organised, attentive to detail, adaptable, and willing to learn. Seeking an entry-level opportunity where I can contribute to daily operations and build further experience in customer service, sales support, administration, inventory, or related roles.

RELEVANT EXPERIENCE

SIWES Trainee | Joekem Pharmaceutical & Chemical Ltd

Duration: 3 months

- Arranged medicines on shelves to support orderly storage and easy identification.
- Checked medicine expiry dates and helped identify expired stock.
- Organised stock and maintained clean, tidy, and orderly shelves.
- Observed and supported prescription interpretation under supervision.
- Assisted with dispensing activities under supervision and followed workplace instructions.

EDUCATION

National Diploma (OND), Pharmaceutical Technology

Moshood Abiola Polytechnic, Abeokuta
January 2025 – October 2026

KEY SKILLS

- Stock arrangement and organisation.
- Checking medicine expiry dates.
- Attention to detail.
- Basic familiarity with pharmacy operations.
- Communication and customer service.
- Teamwork and following instructions.
- Willingness to learn and adapt.

CAREER OBJECTIVE

To contribute positively to an organisation through reliability, careful attention to tasks, and a willingness to learn while developing practical experience in operations, customer service, administration, sales support, or inventory-related work.