# OLALEYE FAVOUR OLADEJI

## BIOCHEMISTRY GRADUATE | NYSC CORPS MEMBER | LABORATORY & ADMINISTRATIVE SUPPORT

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**Address:** Lagos state, Nigeria | **DOB:** April 06, 2004.

**PROFESSIONAL SUMMARY**

A motivated and adaptable Biochemistry graduate seeking a paid NYSC Place of Primary Assignment (PPA) with an organisation offering opportunities for practical learning, professional development, and potential long-term employment. Possesses practical exposure to public health laboratory procedures, entrepreneurial experience in ICT and online registration services, and training in Virtual Assistance and Customer Service. Proficient in basic Microsoft Office applications, computer operations, document preparation, and online application processing. Demonstrates initiative, leadership, attention to detail, and a strong willingness to learn new processes, support team objectives, and contribute meaningfully to organisational growth.

**CORE COMPETENCIES**

- Computer Operations and Digital Literacy
- Microsoft Word and Document Preparation
- Basic Microsoft Excel and Data Entry
- Microsoft PowerPoint Presentations
- Online Registration and Application Processing
- Customer Service and Client Support
- Gmail and Google Calendar
- Public Health Laboratory Support
- Sample Labelling and Identification
- Basic Laboratory Testing Support
- Administrative and Documentation Support
- Mobile Photography
- Teamwork and Leadership
- Adaptability and Willingness to Learn

**WORK EXPERIENCE**

**ICT AND ONLINE REGISTRATION SERVICES OPERATOR**

**Flavour Boi Cafe | Self-Employed**

2020 – Present

- Independently manage an ICT and online registration services business.
- Provide online registration and admission application processing services for students and other clients.
- Type, prepare, and edit documents using Microsoft Word.
- Assist clients with educational applications and related online registration procedures.
- Perform computer-based tasks and manage registration information with attention to accuracy.
- Provide customer assistance and help clients navigate online application processes.
- Organise daily business activities and manage client requests independently.
- Develop practical experience in customer relations, problem-solving, and service delivery.

**LABORATORY EXPERIENCE**

**SIWES STUDENT — PUBLIC HEALTH LABORATORY**

**Ondo State Public Health Laboratory, Akure, Ondo State**

2024

- Assisted laboratory personnel with routine laboratory activities under supervision.
- Supported blood sample collection and specimen identification activities as assigned.
- Labelled test tubes and sample containers to support proper specimen identification.
- Gained practical exposure to blood glucose testing, pregnancy testing, HIV testing, and blood grouping procedures.
- Assisted with blood grouping procedures involving blood grouping tiles and antisera under laboratory supervision.
- Observed and supported venipuncture procedures, including the use of a tourniquet.

- Developed an understanding of laboratory safety, specimen handling, and adherence to established procedures.

**EDUCATION**

**• Adekunle Ajasin University, Akungba-Akoko (AAUA)**

2021–2025

**B.Sc. Biochemistry**

**CGPA: 3.47 / 5.0**

**Project:** Characterization of *Musa paradisiaca* Linn after harvesting.

**• Citadel International College, Ikare-Akoko, Ondo State.**

2014 -2020

O'level

**• Ifesowopo Community Primary School, Agbaluku, Arigidi Akoko**

2008 -2014

Primary Education

**TRAINING AND CERTIFICATIONS**

**VIRTUAL ASSISTANT & CUSTOMER SERVICE TRAINING**

**SkillHer Enterprises**

Relevant competencies acquired:

- Email organisation and management using Gmail.
- Calendar management and appointment scheduling using Google Calendar.
- Basic virtual administrative support.
- Customer service fundamentals.

**NYSC SKILL ACQUISITION AND ENTREPRENEURSHIP DEVELOPMENT (SAED)**

Participated in online SAED lectures during the National Youth Service Corps programme.

**LEADERSHIP AND VOLUNTEER EXPERIENCE**

**ASSISTANT SOCIAL DIRECTOR —** 10 PLATOON

NYSC Orientation Camp, Plateau State

2026

- Supported the coordination of social and recreational activities within the platoon.
- Assisted with organising participants and coordinating activities for platoon events.
- Collaborated with other representatives to encourage participation and teamwork.
- Contributed to initiatives promoting unity and collective achievement.

**SOCIAL DIRECTOR — DEPARTMENT OF BIOCHEMISTRY**

**Adekunle Ajasin University, Akungba-Akoko** [2023/2024]

- Did the planning and coordination of departmental social activities.
- Worked with fellow students and departmental representatives to support events.
- Contributed to communication, organisation, and coordination of departmental activities.

**AWARDS AND ACHIEVEMENTS**

- **Brand of the Year** — FYB Award Night, Department of Biochemistry, Adekunle Ajasin University (400 Level).
- **Most Industrious Male Metabolite** — Annual NSBS Dinner and Award Night (300 Level).
- **Entrepreneur of the Year** — NSBS Award Night (200 Level).

**TECHNICAL SKILLS**

**Microsoft Office**

- Microsoft Word: Typing, editing, and document preparation.
- Microsoft Excel: Basic calculations and data entry.
- Microsoft PowerPoint: Creating presentation slides.

**Digital Tools**

- Gmail: Basic email organisation and management.
- Google Calendar: Basic scheduling and calendar management.

**Additional Skills**

- Online registration and admission application processing.
- General computer operations.
- Mobile photography and basic on-phone photo adjustments.

**PERSONAL ATTRIBUTES**

- Adaptable and willing to learn.
- Able to work independently and collaboratively.
- Responsible and task-oriented.
- Open to feedback and continuous professional development.
- Willing to undertake practical, administrative, computer-based, and other assigned responsibilities.

**REFERENCES**

Available upon request.