

TAWAKALT DAMILOLA, YUSUF

Ila Orangun, Osun State.

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Professional Profile

A committed and driven B.Sc. Microbiology Graduate with sound understanding of Microbiology, coupled with vast knowledge in information and communication technology, utilizes sound organization and planning skills to deliver assignments within set time-frames and to a high-quality standard. Also possess a strong leadership quality, team player, excellent communication and interpersonal skills, creative and analytical thinking ability.

PERSONAL INFORMATION

Nationality: Nigerian
Gender: Female
Birth Date: 5th January, 1998

Professional Experiences

2023-Date

LABORATORY TECHNOLOGIST

**Department of Microbiology, Federal University of Health Sciences,
Ila Orangun, Osun State.**

Key Responsibilities

- Preparation, organization and Supervision of laboratory practical's
- Supervision of apparatus inventory, equipment's and materials regularly
- Teaching and demonstration of various experimental techniques to students
- Organization and supervision of laboratory store
- Supervision of junior staffs

2022-2022

AUDITOR/TAX CONSULTANT

Muoghalu Emmanuel and co (Accountancy firm)

Key Responsibilities

- Providing range of auditing services such as financial statement audit, fraud review and investigations, due diligence review and internal audit services to assist clients in achieving their business objectives
- Providing comprehensive tax compliance support and tax accounting expertise to reduce forfeiture risk and maximize benefits in business tax processes
- Providing effective tax management, tax structuring and advisory services for individuals, partnerships and corporations
- Help new businesses make better decisions on starting up

2021- 2022

**INTERNAL CONTROL OFFICER,
Bckash cooperative, finance and investment society limited,
Lagos.**

Key Responsibilities

- Monitored Profit centre activities to ensure compliance with the company's policies
- Created reports and presentations detailing business development activities
- Reconciled unions account
- Documented savings expectations, removal and renewal of non-member (breached) records.
- Prepared monthly loan balance and report of expired unions
- Prepared and documented monthly, quarterly and annual report of completed and breached unions
- Documented monthly debt recovery

2018 - 2021

**CUSTOMER SERVICE OFFICER,
Tamfat Nigeria Limited,
Mushin, Lagos.**

Key Responsibilities

- Ensured clients inquiries were handled professionally and efficiently
- Resolved product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution
- Prepared product or service reports by collecting and analysing customer information
- Managed large amounts of incoming calls from customer order and delivery

2017-2018

**LABORATORY TECHNOLOGIST (NYSC),
Department of Science Laboratory Technology,
Jigawa State Polytechnic, Dutse, Jigawa State.**

Key Responsibilities

- Organized and stored all chemicals substances, fluids and compressed gases according to safety instructions
- Recorded all data and results in specified forms (paper and electronic) with accuracy and responsibility
- Maintained equipment and assisted in ordering laboratory supplies and made sure student practicals were carried out effectively
- Ensured that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment

2017-2018

**LABORATORY ANALYST (INDUSTRIAL TRAINEE)
Upward Foundation Initiative, Jigawa State.**

Key Responsibilities

- Partook in the production, packaging and distribution of industrial foods
- Assisted in designing and executing laboratory testing according to standard procedures
- Assisted in conducting experiments under defined conditions to verify/reject various types of hypotheses using refined scientific method
- Administered food processes and prevention/quality control measures

Key Responsibilities

- Assisted in designing and executing laboratory testing according to standard procedure
- Carried out practical with the supervision of a trainer
- Partook in the sorting and labelling of foods products
- Carried out environmental monitoring

Volunteering Experiences

- Exam Script Supervisor, National Examination Council, Jigawa State. **August, 2018**
- Exam Grader, West African Examination Council, Jigawa State. **June, 2018**

Educational Qualifications

2019

ALISON ONLINE COURSES
Diploma in food safety (CPD CERTIFIED)

2017

Kwara State University
B.Sc. Microbiology

2012

Sulaiman Shado, College, Lagos State
West African Senior School Certificate Examination

Professional Certifications

2018
iREIGN CLASS OF PROFESSIONAL EXCELLENCE, LONDON, UK
Health, Safety and Environment (HSE) Level I, II & III

Conference Attended

- **Association of Science Laboratory Technologists of Nigeria (ASLTON) 39th Annual Conference and Scientific Workshop, November 2024;** Artificial Intelligence: Fundamentals and Applications in Science Laboratory Technology Research Towards a Sustainable National Economy
- **University of Medical Sciences, 2nd Faculty of Science Conference, September 2024;** Bridging Scientific Research and Healthcare: Exploring Emerging Trends

Publications

- **YUSUF, T.D** et al., Dutse Journal of Pure and Applied Sciences, *Vol 10(3a), pp. 42-48*, September, 2024“*Antimicrobial effects and phytochemical analysis of guava leaf extracts on selected microorganisms*”

Personal Skills

- Initiative
- Problem Solving
- Adaptability
- Research
- Time Management
- Planning
- Leadership
- Presentation
- Creativity
- Calculative.

Key I.T. Skills

- Microsoft Office
- Online Sales and Marketing
- Digital Content Development (Social Media, Blogging)
- Call Center Operations (Customer Service Support).

REFERENCES:

Available on request.