

# Opeyemi Mariam Afolabi

Graduate of Microbiology with excellent work ethics and a desire for a challenging work environment where I can hone my skills. I have a strong passion for management, welfare, hospitality and digital experience. I am both a team player and one capable of working independently to achieve company objectives.

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📍 Lagos, Nigeria

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📷 [instagram.com/mariam\\_afox](https://www.instagram.com/mariam_afox)

## TECHNICAL SKILLS

|                    |   |                                 |  |
|--------------------|---|---------------------------------|--|
| <b>Management</b>  | A)Project Management<br>B)Product/Timeline Management<br>C)Event Planning | <b>Planning &amp; Execution</b> | A) Operations & Budgeting<br>B)Inventory Management<br>C)Logistics |
| <b>Programming</b> | Programming in HTML and CSS   | <b>Digital Experience</b>       | Social Media   |
| <b>Sales</b>       | Marketing   | <b>Microsoft Office</b>         | Word,Excel,Powerpoint  |

## WORK EXPERIENCE

### Concierge Executive James Cubitt Facility Management

07/2020 - Present

Lagos,Nigeria

*Achievements/Tasks*

- Developing constructive and cooperative working relationships with colleagues to achieve optimum results.
- Coordinating the affairs of other colleagues to achieve expected results.
- Reporting and troubleshooting issues to the head of department.
- Fostering and maintaining good networks with new clients and existing clients.

*Contact: Ground Floor, Unit 1 Block C, Plot C 5th Ave, Banana Island, Lagos.*

### Tutor Army Barracks College(NYSC)

06/2019 - 06/2020

Ibadan,Nigeria

*Achievements/Tasks*

- Tutoring and managing the development and educational growth of kids between the age range of 8-12 years old.
- Spending more time with struggling students,addressing problem areas and proffering solutions.
- Grading and assessing the performance of students in line with school's objectives.

*Contact: Iwo-Road,Ibadan,Oyo.*

### Personal Assistant Jamdiane Global Concept(NYSC)

08/2019 - 06/2020

Ibadan,Nigeria

*Achievements/Tasks*

- Responsible for bidding for cars online and tracking of car shipping.
- Responsible forbooking travel tickets and making lodging reservations.
- Compiled and sent daily reports on progress to the management.

*Contact: 3 Oba's Close,Aare Bodija ,Ibadan,Oyo.*

## WORK EXPERIENCE

### Product Manager

#### Lady Biba Fashion House

09/2018 - 06/2019

Achievements/Tasks

- Supervised the production of more than 150 weekly clothes production.
- Used the company's quality control protocols and guidelines to check production processes.
- Managed the inventory to ensure all items were secure, in good condition and to clients satisfaction.

Contact: 13 Taiwo Olowu Street, Lekki, Lagos.

Lagos, Nigeria

### Marketer

#### Chocolate Petals

09/2016 - 06/2018

Achievements/Tasks

- Created and managed marketing strategies that resulted in 100% increment in weekly sales.
- Managed feedback from customers to improve product quality and customer engagement.
- Progress reports on sales sent on periodic basis to management.

Contact: 203 Kofo Hall, University of Lagos, Akoka, Lagos.

Lagos, Nigeria

## PUBLICATIONS

Scholarly Journal

### Isolation of Coal Utilizing Penicillium Strains from a Coal Dump Site

Author(s)

Bamisaye, S.D, Femi-Olatunji, O.E, Afolabi, O.M Et al.

October 2018, Modified 12 May 2020

Final Undergraduate Thesis, University of Lagos

## CERTIFICATES

Diploma in Petroleum Technology Management and Health, safety and Environment.

(08/2016 - 12/2017)

## EDUCATION

### Bachelor of Science in Microbiology (B.Sc Microbiology)

#### University of Lagos

09/2014 - 09/2018

Lagos, Nigeria

## LANGUAGES

English

Full Professional Proficiency

Yoruba

Full Professional Proficiency

## INTERESTS

Critical Thinking

Meeting People

Travelling

Movies

Music