

# Kehinde Habeebat Olukosi

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## EDUCATION

**BSc Human Physiology**, University of Port  
Harcourt

2011, Second Class Upper (2.1)

## TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Data Analytics Using R, PowerBI, Excel, Python.
- Google Workspace, Scheduling
- Video conferencing using Zoom and Google Meet
- Event and Travel Planning
- Research and reporting
- Data Entry and Expense Tracking

## SOFT SKILLS

- Communication skills
- Organization skills
- Growth mindset
- Resourcefulness
- Emotional intelligence

## SUMMARY

Detail-oriented Operations Manager with an enthusiasm for public health, a proven track record in administrative support, project coordination, and data management, and a proven track record of exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments. Excellent customer service and ICT management skills

## WORK EXPERIENCE

**Virtual Editorial Assistant** 2024 - Present  
**Adonis and Abbey Publishers, Abuja, Nigeria**

- **Research:** Conducted in-depth research to build and maintain a comprehensive database of academic contacts, resulting in the successful launch of 6 new journals and publication of 4 issues.
- **Managed Complex Editorial Schedules:** Coordinated with authors, editors, and reviewers to ensure timely submission and publication of articles.
- **Enhanced Data Management:** Developed and maintained comprehensive databases to track article progress, meeting strict deadlines.
- **Improved Communication:** Efficiently managed email correspondence, providing timely responses and updates.

**Operations Manager** 2021 - 2023  
D&K Medicine Shop, Karu, Nigeria

- **Streamlined Operations:** Oversaw facility maintenance, inventory management, and supply chain optimization, increasing stock value by 250% within 2 years.
- **Built and Managed Teams:** Recruited, hired, and trained staff, establishing key internal functions and processes.
- **Enhanced Customer Experience:** Managed sales, marketing, and customer accounts, contributing to overall business growth.

- Grit and resilience

## LANGUAGES

- English - Bilingual
- Yoruba - Bilingual
- American Sign Language - Advanced
- French - Intermediate
- Hausa - Beginner

## Operations Manager 2017 - 2020

Life tree Pharmacy, Abuja Nigeria

- **Streamlined Operations:** Oversaw facility maintenance, inventory management, and supply chain optimization, increasing stock value by 250% within 2 years.
- **Built and Managed Teams:** Recruited, hired, and trained staff, establishing key internal functions and processes.
- **Enhanced Customer Experience:** Managed sales, marketing, and customer accounts, contributing to overall business growth.

## Teacher 2015 - 2017

Springville School, Delta state, Nigeria

- **Enhanced Data Management:** Recorded and managed examination and test scores for over 400 pupils.
- **Teaching:** Taught pupils over 15 pupils in the year 4 class. Developed pupils' computer and creative art skills.
- **Design and Organizational Skills:** Designed about 40 awards for students and teachers and coordinated awards ceremonies.

## VOLUNTEER WORK - Riders for Health Nigeria

- **Data management and analysis:** Tracked vaccine distribution across 14 states, utilizing data analysis tools to inform decision-making.
- **Improved reporting:** Developed clear and informative reports using Excel and PowerPoint to document program progress.

## VOLUNTEER WORK – Katsina Agency for the Control of AIDS (NYSC)

- **Peer Educator Training:** Organized seminars, awareness campaigns and counseling for young ones on Sexual Reproductive Health, Drug abuse and HIV/AIDS