

SALAKO, MOJISOLA AYISAT

4a Onibeju Street, off Association Avenue, Shangisha, Magodo, Lagos State

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Profile

Animal Physiology Graduate with genuine interest in administrative duties as well as taking on new challenges. Experienced in different audit tasks as well as administrative duties. Seeking to contribute to the mission of the organisation.

Education

Federal University of Agriculture, Abeokuta, Ogun State
(Second Class Honours -Upper Division).

October 2012 – April 2018

Work Experience

Dec 2018 – March 2019

**FINANCE AND CONTROL INTERN
NESTLE NIGERIA PLC FLOWERGATE FACTORY (SHAGAMU, OGUN STATE)**

- Involved in a team responsible for quality assurance program including on site evaluations, internal audit and customer surveys.
- Ensured all physical assets such as furniture, machines and equipment are tagged and on CAPEX purchase
- Verify that the physical assets were labelled correctly
- Responsible for checking weekly fuel dispense record to ensure it's at the best level for the company's operation.
- Completed monthly payroll (expense claim) for company employees (Drivers), including calculating taxes, vacation and overtime.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Managed office inventory and ordered new supplies when items were running low.
- Prepared invoices on daily basis, effectively scanning out invoices for upwards of vendors
- Coordinated the Factory's pool vehicles for official purposes.
- Received vehicle request forms for official purposes and prepare fleet cars and drivers ready

March 2019 – June 2019

**COMPLIANCE AUDITOR INTERN
NESTLE NIGERIA PLC FLOWERGATE FACTORY(SHAGAMU, OGUN STATE)**

- Participated in over 3 audit and compliance training and development programs, including ISO and NMS policy
- Prepared over 40 non-conformity reports as well as corrective action reports on non-compliance related issues.
- Verified all internal operations such as safety operations were strictly adhered to.
- Participated in compliance project meetings, transcribed meeting minutes and tracked project statuses
- Supported audit compliance by organising spaces and materials, documenting discussions and distributing meeting notes

- Prepared CAR (Corrective Action Report) forms and followed it up with departments to ensure all non-conformities were sustainably closed.

AUG 2018 – SEPT 2018

**PRODUCTION PERSONNEL,
MEAT FOODS NIGERIA, KAJOLA, OGUN STATE**

- Supervised packaging and storage of poultry meat
- Ensured that product meet required standard
- Supervised in cleaning and maintenance of equipments used for production.
- Trained in Marketing and marketing skills.

Training

- ISO COMPLIANCE TRAINING (2019)- A Two-Day Training on compliance and Audit for Staff of Nestle FlowerGate Nigeria Plc, Ogun State held on the 22nd February 2019 at Nestle FlowerGate Nigeria Plc, Ogun State.

Leadership

2019 Public Relations Officer (Agro-Allied CDS, NYSC)

Additional Skills

- Proficient in Microsoft Office Package (Word, Power point)