

# JONATHAN ISAAC

OBALENDE POLICE BARRACK, ETI-OSA LGA, LAGOS  
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A highly motivated and hardworking individual looking for a responsible role in a reputable organization.

STATE OF ORIGIN

TARABA STATE

LOCAL GOVERNMENT

KARIM LAMIDO LGA

DATE OF BIRTH

11-11-1998

PERMANENT HOME ADDRESS

BIKWIN WARD, GWOMU, KARIM LAMIDO LGA, TARABA STATE

## EXPERIENCE

### METROBROOM SERVICE LIMITED

2013-2014

The company is located in Lagos, Nigeria.

It provides janitorial services to many of the leading banks and company.

They also sell cleaning supplies to clients

Post Held

Office Assistant

#### Responsibilities

- Keeping an inventory of office supplies and ordering new materials as needed
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees.

### DAGBS NIGERIA LIMITED

2014-2016

Dagbs Nigeria Limited is located in Lagos, Nigeria.

The Company is working in Communications, Information Technology, Construction business activities.

Post Held

Secretary/Office Assistant

#### Responsibilities

- Taking calls from customers and delivering messages.
- Using basic office equipment like faxes or scanners.
- Help maintain files to keep track of important documents.
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- Organize travel arrangements
- Manage supply inventory and perform data entry as required.

### FEDERAL MEDICAL CENTRE (FMC) JALINGO, TARABA STATE.

2019-2020

Post Held

Medical Record Officer

## **Responsibilities**

- Planning, organizing and coordinating Inter and Intradepartmental tasks.
- Supervision of day to day activities of MRD.
- Management of court cases relating to medical records.
- Complying with statutory compliance.
- Identification and acquisition of resources for MRD department.
- Updating the technology as per the strategic changes in the organization and the legal and other regulatory requirements.
- Generation of reports and contributing to various other data base, both internal and external as per the requirements and agreed policy.

**POLICE HOSPITAL FALOMO IKOYI, ETI-OSA LGA LAGOS**  
Health Information Management (Medical Record Officer)

**2020 Till Date**

## **EDUCATION**

Taraba State College Of Health Technology Takum, Taraba State.  
(National Diploma) in Health Information Management

Ilado Community High School, Osborne, Ikoyi, Lagos  
(Senior Secondary School Certificate)

Gwomu Primary School, Karim Lamido, Taraba State  
(First School Leaving Certificate)

## **SKILLS**

Meticulous attention to detail. Good written and oral communication skills. Analytical and problem solving skills. Strong negotiation skills.

By keeping records, we learn to plan and organize our work, evaluate growth, understand financial needs, improve written communication skills, pay attention to details and deadlines, make decisions and set priorities.

## **GUARANTOR**

**Ishaya A. Bambuka(ASP)**  
Dept. of Operation, State Head Quarter.  
Lagos State Police Command. Ikeja Lagos.  
08037302694

**Dr. Adetuberu Oluwatoyin (CSP)**  
Dental Department  
Police Medical Services  
Falomo Ikoyi Lagos.  
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