

OLANIBA MATTHEW OLADIMEJI

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SKILLS

- Effective Communication
- Medical Records Audit
- Answering, forwarding phone and Screening phone calls
- Time Management
- Case Management
- Patient Data Collection
- Ability to work with a good team efficiently to achieve a result
- Proficiency in Microsoft Office.

HOBBIES

- Reading,
- Solving problems
- Swimming
- Cooking
- Effective verbal communication and meeting people.

PROFESSIONAL SUMMARY

I am a certified communicator with over 7 years of experience in communication, believing that there is always a problem and finding best possible solution with speed and accuracy with good team work, skilled in generating mutual understanding within the organization and its public's. I am organized and proactive in providing timely and accurate administrative support to office managers, skilled at preparing documentation, memos, and handling correspondence. Additionally am a professional photographer. I am also able to build meaningful interpersonal communication. I am a competent and enthusiastic personal assistant with 2-year of experience in the retail industry.

EXPERIENCE

Medical Record Clerk, Jan 2022- Jan 2024

Nigeria Police Hospital, Ikoyi, Lagos, Nigeria

- Retrieve patient's medical records for physicians and technicians.
- Create new patient charts and verified legal paperwork.
- Completed clients' intakes and discharge forms.

Teacher, Jan 2021- Jan 2022

Jesurun Nursery and Basic School, Merian, Lagos, Nigeria

- Communicated with parents on student's academic progress, behaviour and challenges to learning.
- Administered formal and informal educational assessments, recording findings appropriate.
- Developed learning-focused, well-structured environment, focused on student success.

Examination proctor Teacher, June 2015- Nov 2019

Sure Success Vibrant School, Ajasa-Command Lagos

- Update records with daily activities and important point.
- Addressed public audience to explain program objectives and elicit support.

News Sub-Editor, Jan 2013- Feb 2014

Lagos Traffic Radio, Lateef Jakande, Ikeja, Lagos. Nigeria.

- Covered stories on government, education, religion, crime, sports and local events.
- Enhanced readability by preparing and rewriting (type) copy.
- Improved materials and manuscripts with detailed advice on content, style and organisation.

Public Relations Assistant, Jan 2012- Jan 2013

Police Public Relation Officer (PPRO), Zone 2 Onikan, Lagos.

- Making sure the assistant inspector general of police (AIG) reads news stories that concern Nigerian police.
- Discussed how crisis can be resolved.

EDUCATION

- **Bachelor of Science (Bsc.): Mass Communication**

Olabisi onabanjo University (OOU), Ogun state, August 2019

- **Diploma: Television and Radio Presentation**

Grajos Institute of Broadcasting (GIB), 2015.

- **Senior Secondary School Certificate**

Evaton Comprehensive High School, 2007

- **Primary School Certificate**

Yetkem Nursery and Primary school, 2002

CERTIFICATE OF PARTICIPANT:

- **Healthlink & Bridge Initiative**

Data Entry and Conversion for the Implementation of Electronic Medical Record

- **Hospitrane, Lagos, Nigeria**

Capacity Building, Customer Care, Work Ethics.

- **Media Right Agenda in Conjunction with Blackface Radio.**

Media Training and Ethics

- **Grajos Institute of Broadcasting.**

Media Business: Navigating the Path to Success.