**ODUBU AGHOGHO JOY Central road Benin City**

 **Edo state Nigeria**

 **+2347083749751**

 **Email: odubujoy402@gmail.com**

**CAREER OBJECTIVE:**

My goal is to impact my skills and knowledge into an organization where I can make a dynamic difference with my virtue and gain further experience while enhancing the organizational goals.

**WORK EXPERIENCE:**

**Urban Girls Secondary School, Anambra State 2022-2023**

**Position:** Teacher

* Teaching the student
* Properly checking and making of student note
* Recording of students scores
* Proper making of lesson plan

**Divine Favour Medical Laboratory, Benin City, Edo State 2021-2022**

**Position:** secretary

* Welcoming of patient to the laboratory
* Documenting of patient information
* Labeling of sample containers
* Confirmation of payment (cash/transfer)
* Collection of blood sample
* Keeping laboratory clean
* Issuing of laboratory results

**Ize-Connect call center 2020**

**Position:** Call Agent

* Calling of Customer
* Passing of information
* Soliciting for support

**NNPC Benin Medical Zone 2019**

**Position:** Health information management officer

* Registration of new patient
* Custodians of patient medical record
* Monitoring the movement of patient case file
* Ensuring the confidentiality of patient information
* Documentation of patient details
* Retrieving and filing of patient record
* Posting of patient to doctor using EMR

**Benmaria preparatory school 2014 -2015**

**Position:** secretary

 Attending to parents.

 Selling of admission forms

 Registration of new pupils

 Issuing out receipts for payment

 Dissemination of information

 Typing and printing of question papers

**EDUCATIONAL BACKGROUND**

* **School of Health Information Management Ubth Benin City, Edo State. 2019-2021**

Higher National Diploma

**Course:** Health Information Management

**SKILLED CERTIFICATE**

* Solomot Computer College **2023**
* (Computer Certificate)
* MEHID-AFRICA **2021**

(Certificate of participation)

**PROFESSIONAL MEMBERSHIP**

* Health Record Officers Registration Board Of Nigeria

 **SKILLS AND INTERESTS**

* **Project Management**
* Excellent organisational skills
* Highly Proficient in Computer applications; ( MS: Word, PowerPoint, Excel and Google Apps)
* **Good Problem Solving Skills**
* Stakeholder Management
* **Writing Skills**: Good oral and verbal communication skills
* **Interest**: Education, Employability, Youth Transition and Research
* **Public Relation:** customercare, inter-personal relationship