

# Obaseotah Supreme Okoi-Emmanuel

Admin Officer

☎ 08138229338, 07030228040

✉ supremeobaseotah@gmail.com

📍 Lagos, Nigeria

## SUMMARY

---

Dedicated healthcare professional with strong analytical and organizational skills, transitioning to a role closely aligned with administrative responsibilities. Proficient in data management, problem-solving, and delivering results. Diligent and adaptable team player.

## EXPERIENCE

---

**Customer care / Health care provider** 2023 - Present

Vcare Diagnostics Ltd

- I proficiently maintain and organize records, files and databases with a high degree of accuracy and confidentiality.
- I build sustainable relationships and trust with customer accounts through open and interactive communication.
- I successfully plan and execute events, meetings and conference, show casing my organization skills.
- Proficient in operating a range of office software, such as Microsoft Office Suite, Outlook, and PowerPoint, ensuring smooth and efficient office operations.

**Health Care Provider** 2020 - 2023

Union Diagnostics & Clinical Services

- I treated patients with care and empathy, addressing their concerns and questions regarding their tests.
- I educated patients about the significance of specific tests, guiding them to become proactive participants.
- I ensured that test results were delivered promptly, recognizing the importance of timely results for patient diagnosis and treatment decisions.

**Admin officer/Healthcare** 2019 - 2020

Faith City Hospital, Victoria Island, Lagos

- I Upheld the strictness and standard of healthcare regulation and patient's confidentiality.
- I was proficient in addressing any concerns or issues patients faced during the testing process, providing immediate solution and support.
- Prepared and provided daily reports on client needs and potential for new products to the management team for innovation and resolution of escalated issues.

**Medical laboratory Scientist/ Health care provider.** 2018 - 2019

Abia State Teaching Hospital, Aba, Abia State.

- Conducted basic hematological tests, ensuring the accuracy of results.
- Participated in quality control checks and compliance with laboratory protocols.
- Participated in team meetings and contributed to problem-solving efforts.

**Medical laboratory Scientist /Internship** 2018 - 2017

University of Port-harcourt Teaching Hospital,Rivers State.

- Handled patient's complaints.
- Demonstrated empathy in managing patients.
- Leveraged strong organizational skill to ensure the efficient processing of samples.

## EDUCATION

---

Achievers University, Owo, Ondo State. - Bachelor of Medical Laboratory Science	2016
Chyvick Model Secondary School - West African Examination Council	2009
New Bethel Nusery and Primary School - First School Leaving Certificate	2003

## CERTIFICATES

---

Health and care Professionals council. HCPC, United kingdom.	2022
Certificate of training: Hands-on Training on Covid-19/Molecular laboratory Diagnosis IYA CARE	2020
(MLSCN) Member of Medical Laboratory Science Council, Nigeria.	2016

## SKILLS

---

Critical thinking	Intermediate	Resilience and Adaptability	Advanced
Proficiency with MS Word, Excell, Powerpoint and Outlook	Intermediate	Empathy	Advanced
Data management	Advanced	Attention to detail	Advanced
Negotiation	Advanced	Communication	Advanced
People management Skill	Intermediate	Problem Solving	Advanced
		Interpersonal Skill	Advanced

## LANGUAGES

---

Igbo	Native	English	Fluent
------	--------	---------	--------