



# KEMI OLOWOLAYEMO

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Dubai, UAE

## CAREER OBJECTIVE

To work in an organized and purpose driven organization and contribute my quota to the growth and development of the organization with the purpose of maximizing profit and absolute self-development.

## COMPETENCIES AND SKILLS

- Self-motivated and innovative team player with ability to work under pressure.
- Attentive to details, Professional email communication.
- A result oriented and responsible individual with ability to use intuition to solve complex problems for impossible results.
- Good interpersonal and communication skills.
- Teachable and ready to learn, flexible individual with communication to career development for efficient and effective service delivery.
- Understanding & multi-tasking
- Able to listen and speak fluently.
- Proficiency in MS Office (Microsoft Word and Excel)
- Ability to multitask.
- Ability to prioritize workloads.
- Outstanding verbal communication skills which enable me to provide excellent customer satisfaction.

## ACADEMIC/PROFESSIONAL CERTIFICATIONS

- **2018:** Oduduwa University- **B.Sc. Mass Communication**
- **2016:** Certification of participation-**Project Management Workshop/Project Management Knowledge**
- **2016:** Certification of participation- **Entrepreneurship Development Initiative**
- **2012:** Certification of participation - **Ideas, creativity and innovation conference**

## WORK EXPERIENCE

### NOVITAS CLINIC

2022

#### POSITION: PRE/Data Entry Officer-HASANA TEAM

##### *Duties and Responsibilities:*

- ✓ Prepares, compiles, and sorts documents for data entry.
- ✓ Verifies and logs receipt of data.
- ✓ Transcribes source data into the required electronic format.
- ✓ Transfers information from paper formats into computer files using keyboards, data recorders, or Optical Scanners.
- ✓ Verifies integrity of data by comparing it to source documents.
- ✓ Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- ✓ Maintains a filing system and protects confidential customer information.
- ✓ Performs regular backups to ensure data preservation.
- ✓ Responds to requests to retrieve data from the database or electronic filing system.
- ✓ Uses basic office equipment (photocopy machine, facsimile machine, etc.)
- ✓ Maintains a satisfactory level of quality and productivity per department standards.
- ✓ Completes additional assigned tasks as required.

### HEALTHHUB BY AL FUTTAIM-EXTERNAL STAFF

2020 - 2022

#### POSITION: Data Entry Officer-HASANA TEAM

- ✓ HASANA is the platform by DHA to enter the lab result of Covid-19 reports from private facility.
- ✓ Handling the accurate entry of demographics of patients who is testing Covid-19 at HealthHub.
- ✓ Adding the additional information to patient profile, which helps DHA to contact and trace the patients.
- ✓ Managing an average of 150-175 entries in a day.
- ✓ Verifying the already existing patients' profile and making the corrections, if any.

##### *Duties and Responsibilities:*

- ✓ Prepares, compiles, and sorts of documents for data entry.
- ✓ Verifies and logs receipt of data.
- ✓ Transcribes source data into the required electronic format.
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- ✓ Completes additional assigned tasks as required.

**POSITION: Customer Service Representative***Duties and Responsibilities:*

- Receiving and placing customer service telephone calls
- Maintaining solid customer relationships by handling questions and concerns with speed and professionalism
- Resolving customer complaints, managing database records, drafting status reports on customer service issues
- Data entry and research as required to troubleshoot customer problems

**VISA STATUS**

- **Visa Status:** Own Visa + NOC
  - **Language:** English
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**INTEREST AND HOBBIES**

Seeking Knowledge, Singing, Meeting people, listening to people, Cooking, Teaching & reviews of newly released books, films, music etc.

**Available To Join Immediately**