

AREMU TAIBAT OLUWATOYIN

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PROFESSIONAL SUMMARY

Detail-oriented and highly organized Health Information Management graduate with hands-on knowledge

in medical records management, health data analysis, and confidential information handling. Adept at ensuring accurate documentation, supporting claims processing, and maintaining compliance with healthcare regulations. Strong communicator with a proactive approach to problem-solving and a commitment to delivering reliable support in fast-paced HMO environments.

WORK EXPERIENCE

University of Ilorin Teaching Hospital – Ilorin August 2022 - September 2023

- Supported administrative operations through efficient filing and documentation management. Introduced a standardized, medically aligned naming convention that significantly reduced time spent on record sorting and retrieval. Contributed to process improvements that shortened the time between patient arrival and clinical attention, and enhanced scheduling efficiency to reduce patient wait times.
 - Assisted in managing patient records and ensuring data accuracy.
 - Maintained confidentiality while handling sensitive information.

University of Medical Sciences – Ondo State October 2020 - November 2021

- Provided comprehensive administrative and documentation support to ensure smooth daily operations.
- Demonstrated reliability, initiative, and attention to detail in executing assigned responsibilities efficiently.
- Collaborated closely with hospital administrative staff to coordinate workflows and support service delivery.

Federal Medical Centre - Owo April 2018 – June 2018

- Managed and organized patient records, ensuring accuracy, confidentiality, and ease of retrieval.
- Contributed to data collection, validation, and record verification processes to maintain data integrity.

- Built strong communication and interpersonal skills through regular interaction with patients, clinicians, and administrative personnel.

PROFESSIONAL SKILLS

Health Information & Technical Skills

- Medical records management and documentation
- Health data entry, analysis, and reporting
- Claims processing support and verification
- Medical coding and Electronic Health Records (EHR) management
- Ensuring data confidentiality and regulatory compliance

Technical / Software Skills

- Microsoft Word, Excel, and PowerPoint
- Data entry and basic spreadsheet analysis
- Report preparation and presentation

Administrative & Operational Skills

- File organization and records auditing
- Workflow optimization and process improvement
- Appointment and schedule coordination
- Cross-functional team support and collaboration

Soft & Interpersonal Skills

- Strong written and verbal communication
- Attention to detail and accuracy
- Problem-solving and analytical thinking
- Time management and multitasking
- Customer service and client support

EDUCATION & CERTIFICATE

National Youth Service Corps (NYSC) – 2024–2025

Gombe State

Health information Management - Higher national diploma

School of Health Information Management, University of Ilorin – 2023

Health Information Management - National diploma

Kwara State College of Science Health and Technology – 2018

Available upon request