

AYANLOWO FISAYO ESTHER

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CAREER OBJECTIVE

To build a successful career in Health Information Management by working with a dynamic and innovative organization where I can contribute meaningfully through dedication, technical competence, and discipline. I aim to leverage my academic background, practical experience, and data management skills to enhance organizational goals, ensure quality health information practices, and promote efficient healthcare delivery.

Languages Spoken: English, Yoruba

EDUCATIONAL BACKGROUND

Institution	Qualification	Year
Osun State College of Health Technology, Ilesa	Professional Diploma in Health Information Management (Second Class Upper)	2021–2024
Ara Community Grammar School, Ara Joshua	West African Senior School Certificate (WAEC)	2008–2013
CAC Primary School, Baakun, Ipetumodu	First School Leaving Certificate (FSLC)	2001–2007

PROFESSIONAL EXPERIENCE

Castle of Mercy Enterprise

Jan 2025 – May 2025

Front Desk Receptionist

- ✓ Greet and welcome visitors in a warm, professional manner.
- ✓ Answer, screen, and forward phone calls; take and relay messages accurately.
- ✓ Maintain reception area cleanliness and a professional appearance.
- ✓ Manage incoming and outgoing mail and deliveries.
- ✓ Schedule and confirm appointments and meetings.
- ✓ Assist with data entry, filing, and other administrative duties.
- ✓ Provide basic information to visitors and clients about company services.
- ✓ Coordinate with other departments for office needs and guest requirements.
- ✓ proficiency with Microsoft Office.

University of Medical Sciences Teaching Hospital (UNIMEDTH), Ondo State *SIWES Intern,*
Health Information Management Department **2024**

- Assisted in retrieving and filing patient health records.
- Participated in routine coding and indexing of clinical documents.
- Supported patient registration and electronic data entry.
- Gained practical knowledge of record confidentiality and archiving.

Original Image Africa Ltd

Supervisor

2022 – 2023

- Managed operational workflow and supervised junior staff.
- Maintained administrative documentation and reports.

Babson Hotel, Osun State

Receptionist

2019 - 2022

- Welcomed guests, maintained check-in/check-out logs, and handled client inquiries.
- Ensured efficient documentation and confidentiality of guest data.

Laundry King Ltd, Osun State

2017 -2018

Front Desk Officer

- Managed client records and coordinated service delivery.
- Handled customer interactions and maintained daily logbooks.

KEY SKILLS

- Excellent communication and interpersonal skills
- Knowledge of data modeling and database management
- Strong documentation and filing abilities
- Competency in electronic health records and hospital systems
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ethical, reliable, and detail-oriented

HOBBIES & INTERESTS

- Reading professional and personal development materials
- Traveling and learning about new environments

- Volunteering in community health activities
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REFEREES

Dr. Omole

*Director, Health Information Management
University of Ilesha, Ilesha, Osun State.
08035896256*

Mrs. Busoye

*Head of Department, Health Information Management
Osun State College of Health Technology, Ilesa
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