

# OKEKE Kemisola

No.24b, Akede Street,  
Oluwokekere Orita Basorun,  
Ibadan, Oyo State Nigeria.

E-mail:[kimsy400@yahoo.com](mailto:kimsy400@yahoo.com)

## CAREER OBJECTIVES

To work in a challenging environment which offers me an opportunity for professional knowledge and Growth, where I can utilize my extensive training, experience & skills.

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## PERSONAL PROFILE

**Date of Birth:** 22nd September, 1985  
**State of Origin:** Osun State  
**Marital status:** Married  
**Maiden Name:** Ojo  
**Sex:** Female  
**Tel. Numbers:** 08034303226, 08051111123

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## EDUCATIONAL QUALIFICATIONS

INSTITUTION	YEAR ATTENDED	QUALIFICATION
LadokeAkintola University Of Technology, Ogbomosho Oyo State, Nigeria	2004 - 2009	B.Tech (Hons) Computer Engineering <i>Second Class Upper (Division)</i>

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## EMPLOYMENT HISTORY

- Organisation:** AhlpaSpeedlinkComputers  
Opposite Sango cemetery, Ibadan, Oyo State.  
**Dates:** June 2005 – August 2005  
**Position:** Industrial Training Attaché  
**Responsibilities:** Three Months Intensive training on Microsoft office and MS Dos.
- Organisation:** Ashar Information Services Limited  
15b Joseph Street, 3rd Floor, Eleganza  
Building, Marina Lagos.  
**Dates:** June 2008 – November 2008  
**Position:** Industrial Training Attaché  
**Responsibilities:**
  - Assembling of computer hardware in order to build a complete system
  - Installation of operating systems such as windows XP, windows Vista and windows 7
  - Installation of software application packages such as Microsoft office, AutoCAD and CorelDraw.

**3. Organisation:** Idea Konsult Limited 189 Fajuyi Road,  
Adamasingba, Ibadan

**Dates:** July 2010 – June 2011

**Position:** Sales coordinator (NYSC)

**Responsibilities:**

- Ensuring customers satisfaction by timely resolution of problems and response made on their inquiries
- Preparation and maintaining daily, weekly and monthly sales analysis for Management use.
- Developing healthy relationship with existing and potential customers
- Responsible for issuance of quotations and Proforma invoices to customers as required from time to time.
- Ensure sales data are correctly kept on the company's data base
- Updating sales order status in the database of company from time to time
- Coordinates the administration of product orders

**4. Organisation:** Badejoko Memorial Hospital  
Oremeji, opposite premier hotel Junction, Ibadan

**Dates:** July 2011 – Till date

**Position:** Customer Relationship/Administrative Officer

**Responsibilities:**

- Sourcing for clients under NHIS Scheme
- Posting required notice to enrollees of the process for resolving complains with the HMO.
- Maintaining current and accurate patient records and protecting them in a manner consistent with all applicable confidentiality related requirements.
- Conducting outreach calls as assigned to proactively educate association, and members of public on services available.
- Assist in inventory taking of drugs in the hospital.
- Generates monthly hospital bills for corporate organization.
- Delivering hospital bills and follow up of payments of such bills.
- Maintaining the database of all clients of the hospital, this comprises of individuals, families, corporate organization and those under NHIS Scheme.

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**PERSONAL QUALITIES**

Hard working, Ability to work for long hours with little or no supervision, Willingness to contribute to team work, Quick learner, Work well under pressure, Good listener.

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**HOBBIES/EXTRA-CURRICULAR ACTIVITIES**

Reading and Travelling

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**LANGUAGES SPOKEN**

- English
- Yoruba

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**REFEREES**

Available on request.