

PAUL OLUWADARASIMI OSANEBI

Medical Virtual Assistant

Email: paul2oluwadarasimi@gmail.com | Phone: +234 916 016 2631 | Ondo State, Nigeria

Professional Summary

Versatile Medical Virtual Assistant with experience in patient scheduling, documentation, and remote administrative support. Strong attention to detail and commitment to confidentiality.

Core Skills

Patient scheduling and follow-ups; EHR basics; Medical documentation; Prescription & lab coordination; Data entry & digital filing; HIPAA awareness; Clear patient communication; Time management.

Experience

Medical Support Intern — Jimekun Basic Health Centre (2024)

Virtual Assistant — Freelance (2023–Present)

Data Entry Specialist — Freelance (2022–Present)

Education

National Diploma in Public Health — African Oasis College of Health Technology (2023–2025)

B.Sc. Public Health (In View) — Kwara State University (2025–2029)