

PAUL OLUWADARASIMI OSANEKI

Curriculum Vitae

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Profile Summary

Motivated Public Health professional experienced in medical support, patient coordination, data management, and remote healthcare administration. Skilled in documentation, research data handling, and digital tools.

Professional Experience

Medical Support Intern — Jimekun Basic Health Centre (2024)

- Supported patient record documentation and follow-ups.
- Assisted in immunization, maternal & child health, TB, malaria and polio programs.
- Entered and managed health data for 200+ respondents with accuracy.

Virtual Assistant (Freelance) — Remote (2023–Present)

- Managed schedules, emails, and communication for multiple clients.
- Organized digital records and maintained workflow structure.

Administrative & Documentation Support — SRC Office (2023–2025)

- Maintained documents, reports, and internal communications.

Data Entry Specialist — Freelance (2022–Present)

- Accurate entry, cleaning, and formatting of health and research data.

Education & Certifications

B.Sc. Public Health (In View, 2025–2029)

Kwara State University, Malete

National Diploma in Public Health (2023–2025)

African Oasis College of Health Technology

Certifications

Google Data Analytics — Coursera; Customer Service Essentials — Coursera; Zendesk Customer Support Fundamentals; Google Digital Skills — Digital Marketing Basics; HIPAA Training (Pending).

Projects

EchoFuel AI YouTube channel branding; KDP publications; Contraceptive use assessment study (data entry).