**OLAJIDE OLABOADE**

**Lagos , Nigeria. 18, Adigun Puposola New Oko-Oba Abule Egba. 2348037128909 jideola8@gmail.com, www.linkedin.com/in/olajide-ifeoluwa-94**

**Professional Summary:**

**Olajide Olaboade is a highly experienced and dedicated healthcare administrator with a proven track record of over ten years in the field. With a background as a medical assistant and clinic administrator, Olajide possesses a deep understanding of healthcare operations, patient care, and administrative processes.**

**Throughout his career, Olajide has consistently demonstrated strong leadership skills, effective team management, and a commitment to delivering high-quality healthcare services. His expertise extends to healthcare policy compliance, staff training, budget management, and maintaining a patient-centric approach in clinic operations.**

**Olajide's exceptional communication and interpersonal skills have allowed him to build strong relationships with both patients and healthcare professionals, fostering an environment of trust and collaboration. He is well-versed in optimizing clinic workflows, implementing efficient processes, and ensuring compliance with regulatory standards.**

**With a passion for improving healthcare delivery and a decade of hands-on experience, Olajide Olaboade is a valuable asset in any healthcare administration role, capable of driving operational excellence and ensuring the highest level of patient care.**

**Skills and Abilities for Olajide Olaboade as Healthcare Assistant and Clinic Administrator:**

**1. Healthcare Expertise: Possesses a comprehensive understanding of medical terminology, procedures, and patient care protocols, acquired through over a decade of experience in healthcare settings.**

**2. Administrative Proficiency: Demonstrates strong organizational skills, adept at managing clinic schedules, patient records, billing, and administrative tasks efficiently.**

**3. Leadership Skills: Proven ability to lead and motivate healthcare teams, fostering a collaborative and productive work environment while ensuring adherence to best practices.**

**4. Regulatory Compliance: Ensures that clinics adhere to healthcare regulations, including HIPAA, OSHA, and other relevant standards, guaranteeing patient privacy and safety.**

**5. Team Training: Proficient in training and mentoring healthcare staff, ensuring they are well-prepared to provide quality care and follow established protocols.**

**6. Patient-Centric Care: Committed to delivering compassionate and patient-focused care, with excellent bedside manners and the ability to put patients at ease.**

**7. Communication: Exceptional verbal and written communication skills, facilitating effective interactions with patients, colleagues, and stakeholders.**

**8. Budget Management: Capable of developing and managing budgets, optimizing resource allocation, and ensuring cost-effective clinic operations.**

**9. Problem-Solving: Adept at identifying and addressing operational challenges, implementing solutions, and continuously improving clinic processes.**

**10. Technology Proficiency: Comfortable using healthcare management software, electronic health records (EHR) systems, and other technology tools to streamline administrative tasks and enhance patient care.**

**11. Time Management: Efficiently juggles multiple responsibilities and priorities, maintaining a high level of productivity in a fast-paced healthcare environment.**

**12. Interdisciplinary Collaboration: Collaborates effectively with healthcare professionals from diverse backgrounds, including physicians, nurses, and administrative staff, to achieve optimal patient outcomes.**

**13. Patient Education: Provides patients with clear explanations of their medical conditions and treatment options, empowering them to make informed decisions about their healthcare.**

**14. Conflict Resolution: Skillful at resolving conflicts and handling difficult situations with empathy and professionalism.**

**15. Quality Improvement: Actively participates in quality improvement initiatives, working to enhance clinic operations and elevate the standard of care provided to patients.**

**16. Emergency Response: Trained to handle medical emergencies and crises, ensuring a swift and appropriate response to critical situations.**

**Olajide Olaboade's diverse skill set and extensive experience make him a valuable asset in healthcare administration and care assistant , capable of managing clinical operations effectively and delivering exceptional patient care.**

**Relevant Experiences:**

**Medics Wellness Services 19,Adigun Puposola Lagos, Sept 2019 - Present**

**Designation: Medical Lab. Personnel and clinic Administrator**

-Manage administrative activities involving purchase of equipment’s, maintenance of procurement, housekeeping, safety, security, employee induction etc.

-Plan and prepare monthly reports pertaining to finance required for maintaining office infrastructure and facilities

-Manage repairs, maintenance & replacement of office equipment’s, appliances, furniture, furnishings, vehicles, building, etc

-Vendor management-Oversee acquisition, installation and commissioning of equipment that are required for the facility–IT Systems, air conditioning etc.

-Asset Management of all Site operations assets across multiple locations

-Event Management, organizing meetings, conferences, making travel arrangements and hotel reservations for staff, guests & foreign delegates.

-Liaise and co-ordinate with various departments within the corporate office and other medical company.

-Act as info-hub for providing administration related information and supervising administrative activities like general admin, verification of stationery stock, petty cash, courier, florist, pest control, housekeeping, etc.

-Ensure all lab. machines are running smoothly.

-Quarterly quality control test of machines by running samples inside and outside simultaneously.

-Ensure internal lab. test results are communicate to Dr and nurses immediately.

-Half year and annual stock taking records.

-Come with business ideas to grow the practice.

-working with Dr in ensuring record enteries and calculations are correct.

-Ensure your works pace and environment is clean and secure at all time.

-Assist in the wards when needed.

Latma Int’l Medical Diagnostic Centre & Blood Banking Febuary 2013–Aug.2019. AGBELEKALEB/stop EKOROROAD Abule-Egba Lagos

Designation: Admin Manager and ICT Administrator

-Maintain the work structure by updating job requirements and job descriptions for all positions.

-Supervise human resources management, ensure human resources scheduling, and define quality/quantity needs of personnel for the company

-Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employees grievances; counseling employees and supervisors.

-Manage administrative activities involving purchase of equipment’s ,maintenance of procurement, housekeeping, safety, security, employee induction etc.

-Plan and prepare monthly reports pertaining to finance required for maintaining office infrastructure and facilities

-Manage repairs, maintenance & replacement of office equipment’s, appliances, furniture, furnishings, vehicles, building, etc

-Vendor management-Oversee acquisition, installation and commissioning of equipment that are required for the facility – ITSystems, air conditioning etc.

-Processes, Documentation, Business Controls checks, audits etc.

-Monitor all Statutory Compliance areas

-Asset Management of all Site operations assets across multiple locations

-Liaise and co-ordinate with various departments within the corporate office and all branch offices.

-Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.

- Assistance in patient movement from sample room to needed areas.

**EDUCATION:**

2018–2021 Lagos State University, Badagry Expressway, Ojo Lagos State, Nigeria

M.Sc. Public Administration. ( policy Analysis)

2007–2014 Lagos State University, Badagry Expressway, Ojo Lagos State, Nigeria

B.Sc. Public Administration.

1997–2002 Adeola Odutola College, Ijebu-Ode Ogun State, Nigeria WAEC (FSLC)

**DEVELOPMENTAL COURSES UNDERTAKEN**

2007 Raftad Computers School, Ibadan Oyo State, Nigeria - Diploma In P C Engineering & Networking

2007 Raftad Computers School ,Ibadan Oyo State ,Nigeria - Diploma In Computer Appreciation.

(desktop publishing)