

SANDRA ANINWAEZE UKAMAKA

124 Iju Road, Agbado, Lagos State, Nigeria

Email: aniukamaka20@gmail.com | **Phone:** +234 901 645 1345

Gender: Female | Date of Birth: 2nd March 1995 | Marital Status: Single

State of Origin: Enugu | **LGA:** Nkanu East

Languages: English, Igbo, Yoruba

PROFESSIONAL SUMMARY

Proactive, detail-oriented professional with a strong background in health information management, virtual assistance, and administrative support. Highly skilled in data management, communication, and digital tools like Microsoft Office and Adobe Suite. Passionate about contributing to organizational growth through effective teamwork and problem-solving. Experienced in ghostwriting, content creation, and providing high-quality virtual assistant services, offering dynamic support in both medical and business settings.

CORE COMPETENCIES

- Health Information Management
- Virtual Assistance
- Administrative Support
- Ghostwriting & Content Creation
- Data Entry & Record Management
- Microsoft Office Suite (Word, Excel, PowerPoint, Access)
- Graphic Design (CorelDraw, Photoshop, 3D Designs)
- Excellent Communication (English & Yoruba)
- Problem Solving & Critical Thinking
- Time Management & Multitasking
- Team Collaboration & Leadership
- Client Relations & Customer Service

PROFESSIONAL EXPERIENCE

Health Record Officer | National Health Insurance Officer

Longe Medical Center, Agbado, Lagos State

March 2021 – Present

- Manage and update patient health records and insurance documentation.
- Ensure compliance with healthcare protocols and data security standards.
- Collaborate with medical staff to optimize patient care and record accuracy.
- Provide administrative support and assist with patient inquiries and claims processing.

Health Information Manager | Research & Development Secretary
Pentacare Hospital, Fate, Ilorin, Kwara State
January 2020 – February 2021

- Oversaw the health information management system and ensured accuracy in patient data handling.
- Conducted research and provided administrative support for developmental projects.
- Coordinated with healthcare teams to enhance operational efficiency.

Virtual Assistant (Freelance)

March 2020 – Present

- Provide remote administrative support to clients, including email management, scheduling, and document preparation.
- Assist with data entry, customer service, and social media management.
- Ghostwrite content, articles, blog posts, and business documents for clients.

Legal Secretary & Typist

Oruro Oruro, Legal Practitioner, Lagos State
June 2017 – December 2019

- Provided administrative support, including document typing, filing, and scheduling meetings.
- Assisted in preparing legal documents and maintaining case files.

Typist

Yaba College of Technology, Lagos State
January 2019 – December 2020

- Managed typing and document preparation for various administrative and academic tasks.
- Assisted with record-keeping and student data management.

Computer Instructor & Secretary (IT)

Anods Computer, Lagos State

2016 – 2017

- Provided basic computer training to students and staff.
- Handled administrative tasks, including data entry, scheduling, and file management.

Personal Assistant

Chimos Enterprises, Lagos State

2015 – 2016

- Managed schedules, travel arrangements, and correspondence for senior management.
- Assisted with office organization and client communication.

EDUCATION

B.Sc. Accounting (Undergraduate)

National Open University of Nigeria

2023 – present

Professional Certificate in Health Information Management

School of Health Information Management, UCH, Ibadan, Oyo State

2016 – 2018

West African Senior School Certificate (WASSCE)

Boys Junior Grammar School, Lagos

2019

Primary School Leaving Certificate

Fonde Foundation Nursery and Primary School, Nasarawa State

1998 – 2005

CERTIFICATIONS

- **Professional Certificate** – Health Records and Management
- **Professional Certificate** – Graphics and Computer Analytics
- **Certificate of Proficiency** – Computer Operations
- **Certificate of Expertise** – Artist
- **Certificate of Recognition** – CMCi

TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Access)
- Adobe Photoshop & CorelDraw
- 3D Design
- Internet Research & Data Analytics
- Ghostwriting & Content Creation
- Presentation Design
- Digital Marketing Basics
- Social Media Management
- Virtual Assistance Tools (Calendly, Trello, Slack, Zoom)

VOLUNTEER WORK

Ask the Pediatricians Foundation

Volunteer | 2018 – Present

Support community outreach programs focused on child health and education.
Assist with event planning, fundraising, and awareness campaigns.

HOBBIES & INTERESTS

- Reading & Research
- Ghostwriting & Content Creation
- Cooking & Baking
- Digital Design
- Debating & Public Speaking

- Internet Research & Tech Enthusiast

REFEREES

1. Mrs Alegbeleye Oluwatoyin Mabel

Chief accounting Officer Longe medical centre)

08137394831

2. Dr. Ibrahim Azeez

Medical director Medicpure

07054128577

3. Dr. (Mrs) Cynthia Maxwell

(Pediatrician) Mother and child specialist hospital

09161198163