

# **SAKA, Raheemat Ayoka**

**1, Oriolowo Compound, Adeta, Ilorin, Nigeria**

**Email: - sakaraheemata@gmail.com**

**+234 816 728 0875**

## **BIODATA:**

Date of Birth: 5th May, 1990

Sex: Female

Marital Status: Married

LGA of Origin: Ilorin West

State of Origin: Kwara

Nationality: Nigerian

## **DETAILS OF NEXT OF KIN:**

Name: **ANWO, AbdulQuddus Olasunkanmi**

Address: 10, Kangu, Balogun Ajikobi, Ilorin, Kwara State.

Relationship: Husband

Telephone: 0806 337 2916

## **EDUCATIONAL INSTITUTIONS ATTENDED**

- Kwara State College of Health Technology, Offa 2011 – 2014
- Government Girls' Day Secondary School, Pakata, Ilorin 2002 – 2008
- Five – Ways International Nur/Pry School, Adewole, Ilorin 1995 – 2002

## **EDUCATIONAL QUALIFICATIONS OBTAINED**

- Health Record Technician 2011 – 2014
- Senior School Certificate, SSCE 2002 – 2008
- Primary School Leaving Certificate, PSLC 1995 – 2002

## **PROFESSIONAL QUALIFICATION(S) OBTAINED**

- Diploma Certificate in Data Processing 2009  
Wal'kzat Computer Centre, Unilorin (Mini Campus)

## **LEADERSHIP:**

- **Certificate of Merit Award – Scientific Workshop** 2013  
Health Information Managers' Association of Nigeria, (HIMAN),  
College of Health Technology, Calabar, Cross River State.
- **Certificate of Merit Award – SIWES** 2013  
Department of Health Information Management UIITH, Ilorin
- **Merit Award Certificate - Financial Secretary (MSSN)**  
Kwara State College of Health Technology, Offa
- **Certificate of Excellency – Financial Secretary (IESU)** 2013  
Kwara State College of Health Technology, Offa.

## **WORK EXPERIENCE**

<b>S/N</b>	<b>Job Title</b>	<b>Role(s)</b>	<b>Employer</b>	<b>Date</b>
1.	Computer Typist I	Typing memos, students handbooks, minutes, etc; processing of applicants' admission; etc.	Al-Hikmah University, Ilorin	Jun., 2017 to date
2.	Computer Operator	Typing of documents, letters, etc.; photocopy,	The Horizon Computers, Share, Kwara State	Jan., 2015 to May, 2016
3.	ICT Officer (Part-time)	Typing of exam questions; teaching pupils on the use of ICT gadgets (such as PCs, tablets, etc.)	Al-Mubarak Excellent Islamic Nursery and Basic School, Ilorin	Jul., 2009 to Jun., 2014
4.	Health Record Keeper (Student Intern)	Registration and documentation of patients' records; filing and retrieving of patients' case notes, coding and indexing of patients diagnoses Preparation of monthly statistical reports.	University of Ilorin Teaching Hospital, Oke-Oyi, Ilorin	Sep. to Dec., 2013
5.	Health Record Keeper (Student Intern)	Registration and documentation of patients' records; filing and retrieving of patients' case notes, Booking of clinic appointments for patients.	Sobi Specialist Hospital	2012
6.	Health Record Keeper (Student Intern)	Registration and documentation of patients' records; filing and retrieving of patients' case notes Booking of clinic appointments for patients.	Civil Service Hospital, Ilorin	2012

- |    |                                       |   |   |      |
|----|---------------------------------------|---|---|------|
| 7. | Health Record Keeper (Student Intern) | Registration and documentation of patients' records; filing and retrieving of patients' case notes.   | Children Specialist Hospital, Centre Igboro, Ilorin | 2012 |
| 8. | Health Record Keeper (Student Intern) | Registration and documentation of patients' records; filing and retrieving of patients' case notes. Preparation of monthly statistical reports. | Alanamu Basic Health Centre, Adabata, Ilorin        | 2012 |

**PRIMARY GOALS AND OBJECTIVES:**

- To put into practice, my acquired knowledge and skills, in order to promote the positive workability status of the institution and/or society(ies) I belong.
- To contribute my part towards the development of sustainable health care delivery and Information Technology (IT) using science and technology, and the development of humanity as a whole.

**REFEREES:**

**Dr. Sulyman**

Health Record Department,  
University of Ilorin Teaching  
Hospital, Ilorin.

0803526793

**Mr. Mashood Alage**

Proprietor,  
Al-Mubarak Islamic Excellent  
Nursery and Basic School,  
Ilorin.

07066646603

**Mr. A. Y. Kolawole**

Senior Lecturer,  
College of Health Technology,  
Offa, Kwara State.

08033115052

**Mr. A. T. Anwo**

CEO,  
The Horizon Computers,  
Share, Kwara State.

08063372916