

SHERIFAT ABDULLAHI

2307 Hermitage Court, Indianapolis, IN 46224

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Professional Summary:

An enthusiastic, self-motivated, and hard working with outstanding experience in dealing with human needs, problem solving and organizational goals in an effective and efficient manner. Good team player with excellent organization and communication skills, willing to add value to the growth, and development of any organization which demands hard work, results, determination, and honesty along with good character and commitment is paramount.

Career Experience:

DAMAR Services Indianapolis, IN Direct Support Professional	Jan 2022 – Current
LabCorp Indianapolis, IN <ul style="list-style-type: none">Quality Control OfficerAssembling medical kits for shipments to various medical centers	March 2021 – May 2021
Stitch Fix Indianapolis, IN Material Handler <ul style="list-style-type: none">Sorting, packing, and shipping of Clothing itemsWorked with Direct sales representatives, Return Officers and Quality Control	April 2021 – Jan 2022
Cliff Bar Indianapolis, IN <ul style="list-style-type: none">Responsible for production, picking, packing, and shipping of Cliff Bar productsEnsuring quality of products	March 2021
National Identity Management Commission Head Local Governments, Kwara State, Nigeria Manager in Charge of Local Government	2013-2019
Finbank PLC, Oshogbo Branch, Osun State, Nigeria Branch Manager	2005-2013
Trade bank PLC , Osun State, Nigeria Marketing & Credit Officer	2003 – 2005
Head of Operations	2000 – 2003

ACADEMIC HISTORY:

Vincennes University Indianapolis, IN Feb 2022 – June 2022
EXPECTED GRADUATION DATE: June 4, 2022
National Healthcareer Association (www.nhanow.com)
Accredited by the National Commission for Certifying Agencies (NCCA)
Recognized by the Accrediting Bureau of Health Education Schools (ABHES)
Recognized by the Commission on Accreditation of Allied Health Programs (CAAHEP)

Bayero University Kano, Nigeria
Masters in Business Administration (MBA) Sep 2008 – July 2009
Bachelor of Arts in Mass Communication July 1991 – Oct 1994

Government High School, Ilorin, Kwara State, Nigeria 1982 – 1987
High School Diploma

Soft Skills:

WIN Career Readiness- Essential Soft Skills Certification May 2022

- Effective Communication
- Conveying Professionalism
- Promoting Teamwork and Collaboration
- Thinking Critically and Solving Problems

Industry Skills:

- CPR American Heart Association March 2022
- TB Administrator American Lung Association May 2022
- Trained on basic human anatomy and utilize medical terminology and responsible communication in the healthcare facility.
- Knowledgeable about HIPAA/HITECH, OSHA, CMS and other healthcare regulations and laws as they apply to patient information.
- Trained on the use of Diagnosis and Procedure codes and employ Electronic Health Records and related Practice Management.
- Dedicated to the importance of infection control and environmental safety in general, specialty, and surgical practices.
- Skills in laboratory, specimen collection techniques, cardiopulmonary testing, pharmacology and medication administration.

References:

1. Akeem Jinadu princeakeem794u@gmail.com
2. Isiaka A. Adisa adisayomi4@gmail.com