

MANUWA RACHEAL ADEWUNMI

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Professional Summary

A highly motivated and detail-oriented Computer Engineering graduate with strong experience in computer maintenance, troubleshooting, ICT operations, administrative support, and technical assistance. Skilled in handling laboratory equipment, providing student guidance, and ensuring smooth departmental operations. Committed to delivering excellence, promoting innovation, and supporting academic success through hands-on technical expertise.

Skills

- Excellent Communication Skills with an ability to think creatively and innovatively.
- Proficient in Windows Applications
- Administrative
- Team building skills
- Excellent attention to details
- Organizational skills

Work Experience

THE FEDERAL POLYTECHNIC, ILARO, OGUN STATE.

October 2025 - Date

Technologist II

Practical Taken/Taught

- Computer Technology
- Artificial Intelligence
- Microcomputer Fundamental
- Electrical Measurement & Instrumentation II & III
- Computer Graphics & Animation

ROCK OF AGES HOSPITAL, AGBARA, OGUN STATE.

Admin/HMO Billing Officer

July 2024 - October 2025

- Perform routine clerical tasks such as mailing, copying, faxing, filing, and scanning.
- Maintained all office equipment including printers, copiers, and computers.
- Assisted with office shipping and the mass mailing of thousands of monthly invoices to the company's clients.
- Assisted in analyzing data of some company's HMO patients.
- Coordinate with healthcare providers to ensure proper documentation and billing procedures for HMO patients
- Ensure that all HMO platforms are adequately followed and patients are treated according to their plans.
- Sending of bills estimate for procedures to HMO and obtaining proper approvals.
- Getting of approval codes for eligible patient by filling in the requested services on the HMO portal.
- Acting as intermediary between our clients and our HMO partners.
- Working on and ensuring we get the best possible tariffs from HMOs we are partnering with.
- Communicating to HMOs by writing through email for approval and any other required information or care to be given to patients.
- Authorization must be gotten at every stage of care i.e., for consultation, investigation, medication, etc.
- Processing of HMO claims.
- Ensuring that doctors document diagnosis appropriately on their request to reduce claims denial.
- Ensuring all HMO issues are resolved promptly.
- Following up with front desk to find out services that approvals were omitted and sorting out payment with the HMO.

ROCK OF AGES HOSPITAL, AGBARA, OGUN STATE.

Admin/HMO Billing Officer (NYSC)

January 2024 - July 2024

- Perform routine clerical tasks such as mailing, copying, faxing, filing, and scanning.
- Maintained all office equipment including printers, copiers, and computers.
- Assisted with office shipping and the mass mailing of thousands of monthly invoices to the company's clients.
- Assisted in analyzing data of some company's HMO patients.
- Coordinate with healthcare providers to ensure proper documentation and billing procedures for HMO patients
- ~~Ensure that all HMO platforms are adequately followed and patients are treated according to their plans.~~
- Sending of bills estimate for procedures to HMO and obtaining proper approvals.
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GREENTECH INDUSTRIES LIMITED, AGBARA, OGUN STATE.

Assistant Information Technician

August 2023 - December 2023

- Promoting and enhancing the company product
- Troubleshooting any malfunction
- Maintained all office equipment and inventory and organizing repairs as needed
- Identifying and correcting file and system errors
- Performing backup procedures to reduce the risks of data loss

ADMINISTRATIVE EXPERIENCE

ROCK OF AGES HOSPITAL, AGBARA, OGUN STATE.

JANUARY 2024 - OCTOBER 2025

- Managed office documentation, filing systems, and digital records to ensure accuracy and easy retrieval.
- Assisted in HMO billing, claims processing, patient record updates, and keeping accurate financial documentation.
- Coordinated daily office operations, including scheduling, correspondence handling, and visitor management.
- Prepared reports, letters, invoices, and meeting summaries with strong attention to detail.
- Supported management in planning and organizing meetings, workshops, and departmental activities.
- Maintained confidentiality of sensitive information and ensured compliance with organizational policies.
- Handled customer and client enquiries professionally, ensuring timely resolution of issues.
- Utilized Microsoft Word, Excel, and other office tools to prepare documents, spreadsheets, and reports.
- ~~Maintained inventory of office supplies and ensured timely procurement when necessary.~~
- Assisted in data entry, updating databases, and verifying information for accuracy.
- Collaborated effectively with team members to improve workflow and administrative efficiency.
- Demonstrated strong multitasking skills by balancing administrative duties, documentation, and communication needs.

EDUCATION

Federal Polytechnic, Ilaro, Ogun State

Higher National Diploma *in computer Engineering*

September 2020 - October 2022

D.S Adegbenro ICT Polytechnic, Eruku, Itori, Ewekoro, Ogun State

National Diploma *in Computer Engineering*

October 2017 - September 2019

PROFESSIONAL CERTIFICATE

Cisco Introduction to Cyber Security - Cisco Networking Academy

June 2024

NYSC COMMUNITY SERVICE, AGBARA, OGUN STATE.

ServiCon (Service to Humanity Community Development Group) – Member **August 2023 - July 2024**

- Conducted an educational outreach for secondary school students on puberty stages, how to calculate their menstrual cycle, personal hygiene, and proper body care.
- Distributed sanitary pads to female students and demonstrated the correct way to use them.

- Participated in a community market clean-up exercise, where the team cleaned the local market environment and sensitized market women on proper hygiene and waste management.
- Engaged traders on maintaining a clean environment to reduce health risks and improve market sanitation.