



## Irene Kyalo

PO Box 00100

Kenya

Gender: Female

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Nationality: Kenyan

DOB: 19 Nov 2003

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## CAREER OBJECTIVE

To secure a challenging and rewarding position where I can leverage my exceptional customer service skills, strong communication abilities, and a passion for creating memorable experiences. With dedication to safety, attention to details and a warm friendly demeanor, I strive to provide the highest level of service while maintaining the highest standards of professionalism and efficiency.

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## PROFESSIONAL EXPERIENCE

### KAJIADO COUNTY REFERRAL HOSPITAL

**Dates:** *Jan 2024 – present*

**Position:** *Health records and information/ Administration*

**Responsibilities:**

- Providing clerical support, such as answering phones and processing admissions/discharges.
- Initiating and maintaining patient medical records, both electronic and paper-based.
- Organizing, filing, and retrieving medical records and documents.
- Ensuring accurate and timely completion of patient charts and reports.
- Collecting, compiling, and storing health information data.
- Responding to requests for medical records from healthcare providers, patients, and authorized parties.
- Participating in audits and investigations to ensure data accuracy and compliance with regulations.
- Assisting with the implementation of new health information technologies.
- Training staff on best practices for health record management.

## **EDUCATION**

2022 – 2023	Kabete National Polytechnic Certificate In Health Records And Information Technology
2017 – 2021	Kaliluni Girls High School High School Certificate
2008 – 2016	Kajiado Academy Primary School Certificate

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## **Languages**

English – fluently spoken and written

Swahili – Native, fluently spoken and written

## **Skills**

- Customer service/ Customer handling
- Vigilant
- Adaptability
- Flexible
- Problem solving
- First Aid
- Excellent Coommunication
- Attention to detail
- Team work
- Sociable
- Time management
- Computer

## **Hobbies**

Traveling

Making New friends

*Referees available upon request.*