

CURRICULUM VITAE

A.GENERAL INFORMATION

1. NAME:Abosede Mayowa ADELEKE
2. DATE/PLACE OF BIRTH:31st January, 1982, Igbaye
3. GENDER:Female
4. NATIONALITY:Nigerian
5. STATE OF ORIGIN:Osun
6. LOCAL GOVERNMENT AREA:Odo-Otin
7. MARITAL STATUS:Married
8. NAME AND AGES OF CHILDRENToluwanimi (11 years)
Moyinoluwa (9 years)
Oluwatomisin (5 years)
9. NAME & RELATIONSHIP OF NEXT OF KIN
WITH TELEPHONE NUMBER:Dr. ADELEKE Adebayo Emmanuel (Husband)
Zone 3, Aduramigba, Ido-Osun,
Osogbo.
(08061644189/09054580217)
10. PERMANENT CONTACT ADDRESS:Zone 3, Aduramigba, Ido-Osun,
Osogbo.
11. E-MAIL ADDRESS:abosede.adeleke@uniosun.edu.ng
12. CELL PHONE NUMBER:08062128552/09035935903
13. COLLEGE/FACULTY/UNIT:Registry
14. DEPARTMENT:Registry
15. POSITION ON FIRST APPOINTMENT
WITH THE UNIVERSITY:Confidential Secretary III
16. PRESENT POSITION AND SALARY
(GRADE LEVEL AND STEP)Administrative Officer II/CONTISS 7
17. DATE OF PRESENT POSITION:August 25, 2021 (Conversion)
18. IS YOUR APPOINTMENT CONFIRMED?Yes
19. IF NO, WHY NOT?-
20. DATE OF CONFIRMATION OF APPOINTMENT:April 7, 2014.

B.EDUCATIONAL BACKGROUND

1. EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

- i. Osun State University, Osogbo, Osun State.2020-2022

- ii. Osun State University, Osogbo, Osun State.2015-2019
- iii. Federal Polytechnic, Ede, Osun State2004-2006
- iv. Federal Polytechnic, Ede, Osun State2001-2003
- v. Methodist High School, Ilesa, Osun State1991-1997
- vi. L.A. Primary School, Ilesa, Osun State1986-1991

2. ACADEMIC AND PROFESSIONAL QUALIFICATIONS WITH DATES/ISSUING AUTHORITY

- i. M.Sc. Human Resource Management (PhD. Grade)2022
- ii. B.Sc. Industrial Relations & Personnel Management (First Class)2020
- iii. Higher National Diploma in Secretarial Studies (Upper Credit)2006
- iv. National Diploma in Secretarial Studies (Upper Credit)2003
- v. G. C. E. O'Level2000
- vi. G. C. E. O'Level1999

3. OTHER RELEVANT QUALIFICATIONSNil

4. HONOURS, AWARDS AND DISTINCTION

I received First Class Honours Award during the 9th Convocation Ceremony of Osun State University in September 2020.

5. RESEARCH FELLOWSHIP WITH DATESNil

C.WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM

Computer Operator, Feedmill Department,

Zartech Limited, Oluyole Estate, Ibadan, Oyo State.(August 2008 –February 2010)

Duties

- i. Entering of raw material bought and used in production
- ii. Entering of feed produced and transferred
- iii. Closing of monthly and farm report
- iv. Declaring excess and shortage in production
- v. Attending to visitors

D.WORK EXPERIENCE IN OTHER UNIVERSITYNil

E.WORK EXPERIENCE IN OSUN STATE UNIVERSITY

1. Faculty Officer, Faculty of Basic Clinical Sciences, College of Health Sciences, Isale-Osun (April 2022-Till date)

Duties

- i. Making submissions and preparing draft letters/memorandum on specific matters
- ii. Preparing draft of agenda of meetings, minutes/reports of meetings as well as decision extracts of meetings.

- iii. Registration and activation of portal for 100L students in the University;
- iv. Preparation of students' requests for Business Committee of Senate (BCOS),

Committee of Provosts Deans and Directors (COPDD) and Senate approval;

- v. Registration of 400L MBBS students in the Faculty;

2. Senior Confidential Secretary, Department of Electrical and Electronics Engineering (February 2020 – April 2022).

Duties

- i. Typing of memorandum, letters , notices and circular as directed by the Head of Department;
- ii. Taking minutes of meeting;
- iii. Ensuring proper coordination of activities in the office;
- iv. Attending to visitors, enquiries and telephone calls; and
- v. Performing other routine/office duties as may be assigned by the Head of Department;

3. Confidential Secretary I, Provost Office, College of Science, Engineering and Technology. (March 2016- Feb 2020).

Duties

- i. Typing of memorandum, letters , notices and circular as directed by the Provost;
- ii. Typing of agenda and minutes of meeting;
- iii. Taking minutes of meeting;
- iv. Ensuring proper coordination of activities in the office;
- v. Attending to visitors, enquiries and telephone calls; and
- vi. Performing other routine/office duties as may be assigned by the Provost.

4. Confidential Secretary II, Department of Chemical Sciences (July 2014- March 2016).

Duties

- i. Typing of memorandum, letters , notices and circular as directed by the Head of Department;
- ii. Taking minutes of meeting;
- iii. Ensuring proper coordination of activities in the office;
- iv. Attending to visitors, enquiries and telephone calls; and
- v. Performing other routine/office duties as may be assigned by the Head of Department;

5. Confidential Secretary III, Department of Information and communication Technology. (July 2012 – July 2014).

Duties

- i. Typing of memorandum, letters , notices and circular as directed by the Head of Department;
 - ii. Taking minutes of meeting;
 - iii. Ensuring proper coordination of activities in the office;
 - iv. Attending to visitors, enquiries and telephone calls; and
 - v. Performing other routine/office duties as may be assigned by the Head of Department;
6. Confidential Secretary III, (CONTISS 5), Personnel Affairs Unit, Central Administration, Osun State University, Osogbo, Osun State (February 2010 – July 2012).

Duties

- i. Typing of memorandum, letters , notices and circular as directed by the Principal Assistant Registrar (Personnel);
- ii. Typing of agenda and minutes of meeting;
- iii. Preparation of appointment letters of staff for Registrar's signature;
- iv. Ensuring proper coordination of activities in the office;
- v. Attending to visitors, enquiries and telephone calls; and
- vi. Performing other routine/office duties as may be assigned by the Principal Assistant Registrar (Personnel)

F.CO-CURRICULAR PROFESSIONAL EXPERIENCE

G.MEMBERSHIP OF PROFESSIONAL BODY

Member, Association of Nigerian Universities and Professional Administrators (ANUPA)
Graduate Member, Nigerian Institute of Management (NIM)

H.SERVICES

(I) University

- i. Financial contribution towards the completion of the University Road
- ii. Secretary, Faculty Statutory Committees
- iii. Secretary, Committee on Welfare Package for Retiring Staff in the University
- iv. Secretary, Committee on Security Apparatus at UNIOSUN;
- v. Secretary, Ad-Hoc Committee on Faculty of Basic and Applied Sciences Journal
- vi. Secretary, Committee on Clinical Course Codes for BMAS-Based Clinical Students
- vii. Secretary, Committee on Friends of the College (Health Sciences)
- viii. Secretary, Medical and Dental Council of Nigeria (MDCN) Quota Inspection Team

- ix. Secretary, Committee on medical students' accommodation
- x. Secretary, Committee on medical students' movement after 10pm between Ajeunle hostel and the teaching hospital
- xi. Secretary, College of Health Sciences 2024 Annual Lecture
- xii. Secretary, College of Health Sciences 2024 Staff Appreciation Party

(II)Community

Financial contribution toward the construction of Ogidan Grammar school, Oke-Baale, Osogbo.

(III)National

- i. Act as an invigilator in the Joint Admissions Matriculation Board Examination (2011 and 2012)
- ii. Act as an invigilator in the State Universal Basic Education Board (SUBEB) examination (2012)
- iii. Serve as a National Youth Service Corps member at the Government Girls College, Damaturu, Yobe State (2007/2008)

(IV)InternationalNil

I.PUBLICATIONS (IF ANY)Nil

J.CONFERENCES ATTENDED

- i. Managing Nigerian Universities in times like these: Quest for Quintessential Administrators & the art of Mentworking in University Administration. LAUTECH Registry 4th Seminar Series in March 21, 2024.
- ii. Administration of Higher Education Institutions in the face of Public Policy Somersault. 2024 Registry Discourse organized by the Registry University of Ibadan in March 13, 2024.
- iii. Participant, 2nd Registry Annual Lecture. Promoting Professionalism and Skill-Driven University Administration: The Role of Professional University Administrator organized by the Registry, Osun State University in October 31, 2023.
- iv. Corporate Governance Ethics and Service Delivery in Higher Educational Institutions. Redeemer's University 2023 Annual Registry Workshop & Lecture Series organized by the Registry, Redeemer's University between 8th and 11th May, 2023.
- v. Building Excellence in Tertiary Institutions' Administration: The Imperatives of Digital and Information Literacy. 9th Registry Annual Lecture Series and Training organized by the Registry, Obafemi Awolowo University, Ile-Ife, Nigeria between 13th and 14th December, 2022.

- vi. Computer Applications to Secretarial Functions organized by the Administrative Staff College of Nigeria (ASCON), Topo, Badagry between 20th and 24th August, 2018.
- vii. ADAPTI Training held at CISCO Laboratory, Osun State University, Osogbo between 9th and 13th May, 2016.
- viii. Fundamentals of Administrative Management organized by the Nigerian Institute of Professional Secretaries (NIPS) held at NIPS Training and Development Centre, Lagos between August 3 and 7, 2015.

K.EXTRA CURRICULA ACTIVITIESReading, Typing and Singing

L.ANY OTHER INFORMATION

I am proficient in the use of Microsoft offices application with an expert knowledge of excel application in particular.

M.SUMMARY OF CONTRIBUTION TO KNOWLEDGENil

N.REFEREES:

Prof. N. A. Adeleke

Professor of Obstetrics and Gynaecology,

College of Health Sciences,

Osun State University,

Osogbo

08033933434

Mr. A. A. Adewuyi

Deputy Registrar (Admissions Office)

Osun State University,

Osogbo

08035799424

Dr. H. O. Lasisi

Department of Electrical and Electronics Engineering

Osun State University,

Osogbo

08034094040

ADELEKE ABOSEDE MAYOWA

Name of StaffSignature & Date