

CURRICULUM VITAE

A. PERSONAL DATA

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| 1. NAME: | ADUFE, Victor Oluwaloni |
| 2. DATE AND PLACE OF BIRTH: | June 10, 1960, Ilesa |
| 3. SEX | Male |
| 4. HOME TOWN | Ise-Ijesa |
| 5. LOCAL GOVERNMENT AREA | Atakunmosa East |
| 6. STATE OF ORIGIN | Osun |
| 7. RELIGION | Christianity |
| 8. MARITAL STATUS: | Married |
| 9. NAMES/ AGES OF CHILDREN: | Feranmi (35), Iyanuoluwa (32); Jesuye (27);
and Obanijesu (24) |
| 10. NEXT OF KIN & ADDRESS & PHONE NO: | Mrs. Obasola Adufe, No. D15, Ooreoluwa Str,
Orita—Obele, Akure, Ondo State
(08060851493) |
| 11. PERMANENT CONTACT ADDRESS: | No. D15, Ooreoluwa Street, Orita-Obele Estate,
Akure, Ondo State |
| 12. CELL PHONE NUMBER: | 08060624737/09122742123 |
| 13. E-MAIL ADDRESS: | oluwaloni.adufe@uniosun.edu.ng |
| 14. DATE OF ASSUMPTION: | October 22, 2007 |
| 15. DEPARTMENT/UNIT: | Registry/Vice Chancellor's Office |
| 16. POSITION ON FIRST APPOINTMENT: | Administrative Officer II |
| 17. PRESENT POSITION/SALARY: | Acting Director, VC's Office & Corporate
Services/CONUNASS14/4 |
| 18. DATE OF PRESENT POSITION: | June, 2025 |
| 19. IS YOUR APPOINTMENT CONFIRMED? | Yes |
| 20. DATE OF CONFIRMATION OF APPOINTMENT: | 29 th December, 2010 |

B. EDUCATIONAL BACKGROUND:

- | | |
|---|-------------|
| i. Educational Institutions attended with dates | |
| 1. The Federal University of Technology, Akure | 2000 – 2003 |
| 2. University of Ife (Obafemi Awolowo University), Ile-Ife | 1981 - 1985 |
| 3. Oyo State College of Arts & Science, Ile-Ife | 1980 - 1981 |
| 4. Cherubim & Seraphim High School, Ilesa | 1978 - 1979 |
| 5. Ilesa Grammar School, Ilesa | 1974 - 1978 |
| 6. Apostolic Teacher Training College Practicing
Primary School, Ilesa | 1966 - 1971 |
| ii. Academic and Professional Qualifications: | |
| 1. Master of Business Administration | 2003 |
| 2. Certificate in Data Processing | 1998 |
| 3. B.Sc. Politics/Philosophy/Economics | 1985 |
| 4. West African School Certificate Examination (WASCE) | 1979 |
| 5. Primary Six Leaving Certificate | 1971 |

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM

- | | |
|---|-------------|
| 1. Teaching – Orire Ogedengbe Primary School, Ilesa | 1979 - 1980 |
|---|-------------|

2. N.Y.S.C. – Served at Lagos State Ministry of Finance, Ebute-Matta 1985 – 1986

Duties:

- a. Issuance of Tax Clearance
 - b. Collection of Company/Staff income tax from company under Ebute-Metta office
3. Nigerian Agricultural & Rural Development Bank Limited 1989 - 2001
- a. Administrative Officer II (January 1989 – November 1992)

Duties:

- a. Responsible for personnel matters i.e. recruitment, welfare, discipline and all other ancillary matters of the staff up to GL 06
 - b. Manpower forecast and planning of the office
 - c. Make appropriate recommendations for training needs
 - d. Provision of goods and services e.g. office/household furniture and equipment
 - e. Maintenance of all assets including motor vehicles
 - f. Control of the movement of official vehicles
 - g. Make travel arrangements and hotel bookings as required and other protocol duties
 - h. Ensure security of staff and properties of the Bank
 - i. Member and Secretary to Loans, Tenders and disciplinary committees
- b. Investment Officer II November 1992 – December, 1993
 - Investment Officer I January 1994 – December, 1999

Duties:

- i. As in 'b' above
- ii. Acting for Branch Manager

D. WORK EXPERIENCE IN OTHER UNIVERSITY: N/A

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

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|---|-----------------------------------|
| a. Director, VC's Office & Corporate Services | August 6, 2024 – June 9, 2025 |
| b. Deputy Registrar | October 1, 2022 – August 6, 2024 |
| c. Principal Assistant Registrar | Oct 1, 2018 – September 30, 2022 |
| d. Senior Assistant Registrar | Oct 1, 2015 – September 30, 2018 |
| e. Assistant Registrar | Oct 1, 2012 – September 30, 2015 |
| f. Administrative Officer I | Oct 1, 2008 – September 30, 2012 |
| g. Administrative Officer II | Oct 22, 2007 – September 30, 2008 |

a. Vice Chancellor's Office, 18th December, 2018 till date

Duties

- i. Servicing of meetings of Management, Development Committee, Principal Officers and Vice Chancellor's Office Review Panel
- ii. Attending of follow-up actions including issuing Decision Extracts to appropriate University functionaries for implementation.
- iii. Management of Ad-hoc Committee meetings involving Principal Officers and Provost/Deans as well as those involving External Agencies and Dignitaries.
- iv. Assisting in preparing draft response letters to organizations/individual outside the immediate University environments.
- v. Management of Ad-hoc Committees meetings involving Internal and External Agencies and Dignitaries as directed by the Vice Chancellor.
- vi. Administration of the logistics of the Office of the Vice Chancellor especially in hosting Guests of the University and processing the financial requirements.
- vii. Taking follow-up actions on Vice Chancellor's mails and correspondences
- viii. Preparing draft letters for the Vice Chancellor.
- ix. Liaison between the Vice Chancellor's Office and Principal Officers, Provosts, Deans, Directors and Heads of Department and Heads of Units on Official matters.
- x. Any other assignment(s) that may be given by the Vice Chancellor from time to time.

- b. Personnel Affairs Unit – in charge of Senior Staff Administrative and Technical – November 9, 2011 – June 15, 2013; and
in charge of Academic Staff Establishment from June 16, 2014 till 17th December, 2018.

Duties:

- I. Treating of mails forwarded to me by the head of Unit
- ii. Processing papers relating to appointments, promotions, confirmation of appointments, resignation, retirement, dismissal, transfer of services, withdrawal of service, determination of appointment, leave of absence with/without pay, study leave with/without pay for consideration of the University Appointments and Promotions Committee.
- iii. Preparing documents and taking minutes of interviews and interactive sessions with prospective members of staff;
- iv. Taking minutes of the meetings of the Appointments and Promotions Committee;
- v. Keeping and updating of personnel records and statistics;
- vi. Writing of memorandum in accordance with the direction of the Head of Unit;
- vii. Attending to follow-up actions including issuing decision extracts to appropriate University functionaries for implementation;
- viii. Provision of secretarial assistance in the Personnel Affairs Unit through typing of reports, minutes, memorandum, decision extracts, notice of meetings, agenda e.t.c.
- ix. Assisting the Deputy Registrar in servicing various Committee meetings; and
- x. Performing sundry official duties as directed by the higher authorities.

- c. Acting College Secretary, College of Education, Ipetu-Ijesa Campus October, 2007 to November 9, 2011.

Duties:

- i. Secretary, College Selection Panel
- ii. Secretary, College Review Panel
- iii. Secretary, College Board of Studies
- iv. Secretary, College Board of Examiners;
- v. Secretary, College Research Committee
- vi. Secretary, College Examination Committee
- vii. Secretary, Examination Malpractice Committee
- viii. Secretary to Ad-hoc Committees
- ix. Supervision and training of subordinate junior officer

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE

- i. Managerial and interpersonal skills
- ii. Information and Management Technology skills

G. MEMBERSHIP OF PROFESSIONAL BODY

- i. Association of Nigerian University Professional Administrators (ANUPA)
- ii. Associate Membership of Nigerian Institute of Management
- iii. Member, Association of University Administrators

H. SERVICE TO THE UNIVERSITY

- a. Member, Staff Disciplinary Committee (Senior Staff) from 2020 till date.
- b. Member University Ceremonials Committee from 2019 to 2023
- c. Secretary, Staff Scholarship Committee for Indigent but Diligent Students, from 2020 till date.
- d. Secretary, Conditions of Service Committee (2016 to 2018)
- e. Member/Secretary – College Examination Malpractices Investigation 2007 - 2011

SERVICE TO THE COMMUNITY

- a. Financial Secretary, Glorious Vision University Endowment Fund of The Apostolic Church, Isinkan Assembly, Akure Area, Ondo State.
- b. President, UNIOSUN CICS from October 24, 2013 to December, 2015
- c. Pioneer President, UNIOSUN Christian Cooperative Society from January, 2016 to

May, 2022.

- d. Church Secretary, The Apostolic Church, Isinkan, Akure, Ondo State from 2018 till date
- e. Secretary, Elders' Meeting, The Apostolic Church, Akure from 2018 till date
- f. Secretary, Ajaka Landlord Association, Ajaka Estate, Osogbo Road, Ilesa from 2015 to 2019

SERVICE TO THE NATION

- a. Co-opted member of Local Organizing Committee of the 6th Biennial Conference of Committee of Pro-Chancellors of State-Owned Universities held between 21st and 25th March, 2022 at Osun State University, Osogbo.
- b. Proctor, 2021 University Tertiary Matriculation Examination
- c. Proctor, 2020 University Tertiary Matriculation Examination
- d. Supervisor, 2012 University Tertiary Matriculation Examination at Osogbo Grammar School, Osogbo.
- e. Invigilator, Ataoja School of Science for 2010, University Tertiary Matriculation Examination

SERVICE TO THE INTERNATIONAL COMMUNITY

* Contribution towards the procurement of Relief Materials to the Haiti Earthquake victims

I. PUBLICATIONS

Unpublished M.B.A. Thesis on 'How Nigerian Agricultural Cooperative and Rural Development Bank Limited (NACRDB) has assisted the country in food production' a case study of Ekiti State.

J. WORKSHOP/SEMINARS/CONFERENCES ATTENDED WITH DATES

- i. A three-day workshop organized by Chartered Institute of Administration on **Personal Effectiveness and Interpersonal Skills Improvement for Sustainable Organizational Performance** held in Lagos between 26th and 28th March, 2025
- ii. A 2-day retreat tagged **Leadership and Strategic Planning Retreat 2023** organized for members of Council, Principal Officers, Provosts, Deans, Directors, Deputy Directors, Heads of Departments, Deputy Registrars and Deputy Bursars held between 30th April and 2nd May, 2023 at MicCom Golf Hotels, Ada.
- iii. A 4-day ANUPA workshop on **Re-Engineering Administrative Process in the Present University Environment** held in Abuja between 10th and 13th May, 2023.
- iv. A 5-day training on **'Office Management and Effective Administrative Skill'** organized by International Institute of Chartered Educational Practitioners held in Nairobi, Kenya between 5th and 9th September, 2022.
- v. A 2-day virtual AUA conference tagged **"AUA Annual Conference and Exhibition 2022"** held at Manchester, United Kingdom between 7th and 8th July, 2022.
- vi. A 5-day training on **Crisis, Collaboration and the Future of Higher Education** organized by the Association of Nigerian University Professional Administrators (ANUPA) held in Abuja between 23rd and 27th November, 2021.
- vii. A 5-day training on **International Computer Driver's License (ICDL)**, organized by Tertiary Education Trust Fund (TETFund) at the Main Campus, UNIOSUN, Osogbo in October, 2021 with Registration Number NG2001387.
- viii. Online participation at the 8th Registry Lecture Series and Training in commemoration of the 60th Anniversary of OAU, Ile-Ife on **'Lead, Inspire and Innovate: Strategies for an Efficient and Functional Registry'** held between 27th and 28th October, 2021.
- ix. 1st Registry Annual Lecture of Osun State University titled **'Building a Dynamic University Registry in a Changing World: Navigation from ICT Literacy to E-Governance'** held on 26th October, 2021.

- x. Participated at the retreat for Principal Officers, Provost, Deans, Directors and Head of Department/Units held at MicCom Golf Hotels & Resorts Ada between 18th and 21st August, 2021.
- xi. A 1-day Professional Webinar via ZOOM organized by the Association of Nigerian University Professional Administrators (ANUPA UNILAG Chapter) with the theme: ***Leadership & Management in Complex System*** held on 14th September, 2020.
- xii. Participated at the retreat for Principal Officers, Provost, Deans, Directors and Head of Department/Units held at MicCom Golf Hotels & Resorts Ada between August, 2020
- xiii. A 1-day Professional Webinar via ZOOM organized by the Chartered Institute of Personnel Management with the theme: ***The Town and The Gown- The Missing Link*** held on 29th September, 2020.
- xiv. A 1-day **capacity Enhancement Training** organized by the Association of Nigerian University Professional Administrators (ANUPA) on Thursday, 20th February, 2020.
- xv. A 5-day training workshop on **Administrative and Secretarial Practices: Deeping Credibility and Partnership, Opportunities and Challenges** organized by UNILORIN Consultancy Services Centre between 9th and 13th June, 2019
- xvi. A one-day ANUPA Training Workshop for Administrators at Osun State University, Osogbo on Wednesday, 17th October, 2018.
- xvii. 2-day Training Workshop for Senior Assistant Registrars to Deputy Registrars organized by Association of Nigerian University Professional Administrators between 31st July and 2nd August, 2017 in Abuja.
- xviii. A 2-day course on **Management by Coaching** in Johannesburg, South Africa organized by Corporate Business & Management Training (CBM) Training between 24th – 25th October, 2016
- xix. The maiden edition of the Annual Registry Lecture Series of the University of Ilorin, Ilorin, Kwara State with the theme: ***The University of The Future: Challenges and Prospects for University Administrators*** held on Tuesday, 16th February, 2016.
- xx. A 1-day Training Workshop for Administrators on ***Registry as the Hub of University Administration: The Need for Improvement*** organized by the Association of Nigerian University Professional Administrators (ANUPA), Osun State University Chapter held on Tuesday, July 12, 2016.
- xxi. Certificate of Attendance at the 2016 Editorial Workshop for UNIOSUN Editorial Boards and presentation of maiden editions of TETFund sponsored journals held on 7th December, 2016.
- xxii. A five-day course in ***Legal/Administrative Imperatives of Human Resource Management*** organized by the Administrative Staff College of Nigeria, (ASCON), Topo, Badagry, Lagos State between 18th and 22nd May, 2015.
- xxiii. 2015 Annual National Conference of Association of Nigerian University Professional Administrators (ANUPA) titled **‘Sustaining the Ethics and Values of University Administration: Challenges of University Administrators’** held between 29th November and 1st December, 2015 at NUC Auditorium, Abuja.
- xxiv. 6th Registry Annual Lecture of Federal University of Technology Akure titled **‘Universities of the Future: Roles of the Stakeholders’** held in August, 2014.
- xxv. A workshop organized by Industrial Training Fund on **‘Interpersonal Skills’** held at I.T.F. Ibadan Area Office between 9th and 11th April, 2013
- xxvi. The 2013 Annual National Conference of Association of Nigerian University Administrators (ANUPA) at the University of Ibadan with the Theme: ***Emerging Issues and Global Best Practice in University Administration*** between 24th and 27th November, 2013.

- xxvii. International Training on Human Resource and Corporate Development titled ‘**Promoting Global Progress and Excellence in Human Resource Management**’ held in Ghana between 18th and 21st December, 2013.
- xxviii. *Effective Communication for Personnel/Human Resource Managers* at Administrative Staff College of Nigeria, (ASCON), Topo, Badagry, Lagos State between August 13-17, 2012.
- xxix. A training organized by Digital Bridge Institute on ‘**Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI) Training**’ held in OAU, Ile-Ife between 19th and 23rd November, 2012.
- xxx. A 5-day Training course on ‘**Administrative Skills and Office Management**’ organized by Centre for Training and Human Development, Lagos between 4th and 8th December, 2012 in Lagos.
- xxxi. Osun State University ANUPA Guest Public Lecture on *The Challenges Facing Nigerian University System in the 21st Century: The Roles of Professional Administrators* held on Wednesday, November 30, 2011.
- xxxii. A 1-day *Sensitization Workshop for Administrators* in Osun State University held on Tuesday, September 13, 2011.

K. **EXTRA CURRICULAR ACTIVITIES:** Reading, Jogging and Gardening

L. **ANY OTHER INFORMATION:**
I attended the several monthly /periodic Capacity Building workshops organized by Osun State University on diverse topics that dealt with University Administration between 2007/2008 and 2010/2011 academic sessions.

M. **REFEREES:**

Mr. A. A. Adeosun
Director, Directorate of Council Affairs,
Osun State University
Osogbo.
Tel. No: 0803-378 - 3138

Dr. T. A. Adeniyi,
Registrar,
Federal University of Agriculture
Abeokuta
Tel. No: 0803-379-3067

Mrs. S.O. Tewogbade
Director, Directorate of Academic Affairs,
Osun State University,
Osogbo.
Tel. No: 08034297209

Adufe Victor Oluwaloni
Name

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Signature

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Date