

CURRICULUM VITAE

A. GENERAL INFORMATION

1. **Name:** Olubukola Rachel OGUNDOYIN (Mrs.)
2. **Date and Place of Birth:** 30th November, 1974. Ejigbo
3. **State of Origin:** Osun
4. **Local Government Area:** Ede South
5. **Marital Status:** Married
6. **Names and Ages of Children :** (Faith, 20, Favour, 20, Samuel, 16)
7. **Name and Relationship of the next of Kin:
With Telephone Number** Engr. Olayinka O. Ogundoyin (Husband)
08032189164
8. **Permanent Address:** Plot 4, Block 4, Surulere Estate, Ede,
Osun State.
9. **E-mail Address:** olubukola.ogundoyin@uniosun.edu.ng
10. **Cell Phone Number:** 08032156509
11. **College/Faculty/Unit:** Directorate of Vice Chancellor's Office &
Corporate Services
12. **Department:** Registry
13. **Position on First Appointment with the University:** Confidential Secretary III
14. **Present Position and Salary (Grade Level and Step):** Senior Assistant Registrar/CONUNASS 11²
15. **Date of Present Position (Promotion/Regrading):** 1st October, 2025
16. **Is your Appointment Confirmed:** Yes
17. **If No, Why Not:** N/A
18. **Date of Confirmation of Appointment:** 1st October, 2013

B. EDUCATIONAL BACKGROUND

1. **Educational Institutions Attended with Dates:**
 - i. National Open University of Nigeria ~ 2015 – 2018
 - ii. Achievers University, Owo ~ 2012 – 2014
 - iii. Federal Polytechnic, Ede, Osun State ~ 2000 – 2003
 - iv. Osun State Polytechnic, Iree, Osun ~ 1995 – 1997
 - v. Baptist High School, Ejigbo, Osun State ~ 1987 – 1993

Academic and Professional Qualification

i. Masters (M.Sc.) in Business Administration	2018
ii. Bacheor of Science (B.Sc.) in Business Administration (2-1)	2014
iii. NABTEB Certificate	2012
iv. Professional Diploma in Corporate & Public Administration (CPA)	2008
v. Higher National Diploma (HND) in Secretarial Studies	2003
vi. National Diploma (ND) in Secretarial Studies	1997
vii. Senior Secondary School Certificate (SSSC)	1993

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY

- Osun State Local Government Service Commission
Ede South Local, Government, Ede.

1. Office of the Director of Administration ~ Jan. 2007- Feb. 2010
Senior Confidential Secretary (GL.09)

Duties:

- Typing of letters, memos, etc
- Updating of monthly nominal roll
- Safe keeping of files and other documents
- Organising meetings for the Director of Administration
- Coordinating other junior staff in the office
- Any other duties assigned

2. Office of the Vice Chairman ~ 2004 – 2006
Confidential Secretary I (GL.08)

Duties:

- Typing of letters, memos, etc
- Safe keeping of files and other documents
- Coordinating other junior staff in the office
- Any other duties assigned

3. General Administrative Typing Pool ~ 2003 – 2004
Confidential Secretary III (GL.06)

Duties:

- Typing of letters, memos, etc
- Safe keeping of files and other documents
- Any other duties assigned

D. WORK EXPERIENCE IN OTHER UNIVERSITY

NIL

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

1. Assistant Registrar ~ Oct. 2022 till date
Schedule of Duties (Assistant Registrar) Directorate of Vice Chancellor's Office & Corporate Services:
 - Assists the Director, Vice Chancellor's Office and Secretary to the Management in drafting agenda, sending notice of meetings and taking notes of Principal Officers'/Management meetings;
 - Assists the Director, Vice Chancellor's Office in writing draft decision extracts of Principal Officers' and Extended Management meetings;
 - Preparing draft letters, memos and minutes of meetings;
 - Preparing draft approval letters and memos in response to various staff requests on behalf of the Director, Vice Chancellor's Office;
 - Serving as Secretary, Committee on Award of Excellence for Research and International Recognition;
 - Serving as Secretary, Committee on Printing of Certificates;
 - Coordinating other junior staff in the day to day running of the Vice Chancellor's General Office;
 - Any other duties assigned to me from time to time.

2. Administrative Officer I ~ Oct. 2019 – Sept. 2022
Schedule of Duties (Administrative Officer I) Admissions Office:
 - Assists the Admissions Officer in facilitating a successful conduct of the yearly mandatory post-UTME screening exercise for all prospective candidates seeking admission to the University;
 - Assists the Admission Officer in processing all approved lists to various Colleges/Faculties in preparation for registration;
 - Assists in orientation and matriculation ceremony;
 - Keeping of records relating to admission matters in the University;
 - Attending to Graduating Students' Clearance on behalf of the Admission Officer;
 - Assists the Admission Officer in servicing the Admission Committee of the University;
 - Assisting the Head, Academic Affairs Unit in preparation of Agenda, Notice of Meetings, Minutes of meetings, Decision Extracts and papers for the following statutory bodies:
 - (i) Committee of Provosts, Deans and Directors
 - (ii) Business Committee of Senate
 - Preparation of letters, memos and others documents on behalf of the Admission Officer;
 - Coordinating other junior staff in the day to day running of the Admissions Office;
 - Served as Secretary, Joint COPDD/BCOS Ad-Hoc Committee on the Consideration of JUPEB for admission into Nursing Programme;
 - Any other duties assigned to me from time to time.

3. Administrative Officer II ~ Jan. 2016 – Sept. 2019
Schedule of Duties (Administrative Officer II) Admissions Office
- Assists the Admissions Officer in facilitating a successful conduct of the yearly mandatory post-UTME screening exercise for all prospective candidates seeking admission to the University;
 - Answering phone calls and attending to various enquiries from prospective candidates and parents;
 - Assists the Admission Officer in processing all approved lists to various Colleges/Faculties in preparation for registration;
 - Assists in orientation and matriculation ceremony;
 - Keeping of records relating to admission matters in the University;
 - Attending to Graduating Students' Clearance on behalf of the Admission Officer;
 - Assists the Admission Officer in servicing the Admission Committee on the University;
 - Assisting the Head, Academic Affairs Unit in preparation of Agenda, Notice of Meetings, Minutes, Decision Extracts and papers for the following statutory bodies:
 - (i) Committee of Provosts, Deans and Directors
 - (ii) Business Committee of Senate
 - Any other duties assigned to me from time to time.
4. Confidential Secretary II ~ Oct. 2014 – Dec. 2015
Schedule of Duties (Confidential Secretary II) Works Department
- Typing of letters, memos and other documents for the Director;
 - Filing of documents;
5. Confidential Secretary II ~ Oct. 2013 – Dec. 2014
Schedule of Duties (Confidential Secretary II) Registrar's Office
- Typing of letters, memos and other documents for the Registrar;
 - Attending to Registrar's visitors;
 - Filing of documents;
6. Confidential Secretary III ~ June 2012 –. 2013
Schedule of Duties (Confidential Secretary III) Registrar's Office
- Typing of documents
7. Confidential Secretary III ~ March 2010 – June, 2012
Schedule of Duties (Confidential Secretary III) Agronomy Department
- Typing of documents

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE

Nil

G. MEMBERSHIP OF PROFESSIONAL BODIES

- i. Member, Association of Nigerian University Professional Administrators (ANUPA)
- ii. Graduate CPA, Institute of Chartered Secretaries and Administrators of Nigeria (ICSAN)

H. SERVICE**i. University**

Served/Serving as Secretary to various Ad-Hoc Committees in the University, such as;

- Committee on Award of Excellence for Research and International Recognition;
- Committee on Printing of Certificates
- Ad-Hoc Committee of Council on Payment of Earned Allowances;
- Committee on Floating of Center for Child Trafficking, Teenage Pregnancy and Sexual Exploitation Studies;
- Committee on Commendation, Accelerated promotion and step enhancement for Non-Teaching Staff;
- Ad-Hoc Committee on How to Improve the University IGR through Part-Time Programme with Short Duration for HND Holders;
- Ad-Hoc Committee to Investigate Students' Unlawful Behaviour at the College of Management and Social Sciences;
- Committee on Interaction with Memmcol (Metering) Company;
- Secretary, Ad-Hoc Committee on Acquisition of Medical Books for the College of Health Sciences; and
- Fact Finding Committee on delayed Sandwich Degree Result.

ii. Community

- Bible Study Teacher, Victory Life Ministries (Victory Chapel), Ifelodun Ayetuntun, Yah Salam Area, Ede.

iii. National

Nil

iv. International

Nil

I. PUBLICATIONS

Nil

J. CONFERENCES ATTENDED

- A 4-day Training Workshop for Junior University Professional Administrators held at the Public Service Institute of Nigeria (PSIN), Abuja between **April 27 – 30, 2022**.
- Improving Registry Administration in Organisation held at the Administrative Staff College of Nigerian (ASCON), Topo, Badagry between **August 26 – 30, 2019**.

- The Place of ICT in the 21st Century University Administration: Applicability and Practicality by ANUPA, Osun State University Branch, Osogbo. **17th October, 2018**
- Enhancing Professionalism of Administrative Officers in a Dynamic and Competitive University System held at Bowen University, Iwo. **June 15, 2017**
- Administration: The need for Improvement, held at Osun State University. **December, 2016**
- Advanced Digital Appreciation Programme for Tertiary Institution (ADAPTI) held at Osun State University, Osogbo. **November 17 ~ 21, 2015**
- Document Security, Information Management Workshop for Secretaries, Personal Assistants and Administrative Officers. **September 26 ~ 29, 2015**
- Conference on Developing the Competencies of Secretaries, Personal Assistants, Clerical Officers & Support Staff: The Challenge of Professionalism at Excellence Hotel, Ogba, Lagos. **October 15 ~ 18, 2013**
- Conference on The Law and Procedures of Meetings, Verbatim Minutes Taking, Motions and Resolutions for Secretaries and Personal/Executive Assistants at NIPS Training Centre, Fadeyi Bus Stop, Ikorodu Road, Lagos State. **November 12 ~ 16, 2012**

K. EXTRA-CURRICULAR ACTIVITIES

- Reading
- Music
- Travelling

L. ANY OTHER RELEVANT INFORMATION

- Resourceful with good initiative, has team spirit with good communication skills, works well with minimum supervision, always ready to learn, highly flexible and organized.
- Proficient in the use of Window 11 and Microsoft Office Packages.

M. SUMMARY OF CONTRIBUTION TO KNOWLEDGE

- **Ogundoyin, O. R. (2017) "The Impact of Public Expenditure on Economic Growth in Nigeria", M.Sc. Research Thesis, National Open University of Nigeria, Abuja, Nigeria.**
- **Ogundoyin, O. R. (2014) "Investment in Human Capital: A Determinant for Organisation Productivity", B.Sc. Research Thesis, Achievers University, Owo, Ondo State, Nigeria.**

OGUNDOYIN OLUBUKOLA RACHEL
STAFF NAME

~~~~~  
**SIGNATURE**

~~~~~  
DATE

N. REFEREES

1. Dr. N. A. Lawal
Department of Entrepreneurial Studies,
Faculty of Management Sciences,
Osun State University,
Osogbo,
Nigeria.
+234-8030876980
nureni.lawal@uniosun.edu.ng
2. Mr. R. A. Adebayo
Deputy Registrar/Secretary,
Postgraduate College,
Osun State University,
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Nigeria.
+234-8035769845
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3. Mr. Oluwaloni Adufe
Principal Assistant Registrar,
Vice Chancellor's Office,
Osun State University,
Osogbo,
Nigeria.
+234-8060624737
oluwaloni.adufe@uniosun.edu.ng

CURRICULUM VITAE

O. GENERAL INFORMATION

1. **Name:** Olubukola Rachel OGUNDOYIN (Mrs.)
2. **Date and Place of Birth:** 30th November, 1974. Ejigbo
3. **State of Origin:** Osun
4. **Local Government Area:** Ede South
5. **Marital Status:** Married
6. **Names and Ages of Children :** (Faith, 17, Favour, 17, Samuel, 13)
7. **Name and Relationship of the next of Kin:
With Telephone Number** Engr. Olayinka O. Ogundoyin (Husband)
08032189164
8. **Permanent Address:** Plot 4, Block 4, Surulere Estate, Ede.
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10. **Cell Phone Number:** 08032156509
11. **College/Faculty/Unit:** Academic Affairs Unit/Admissions Office
12. **Department:** Registry
13. **Position on First Appointment with the University:** Confidential Secretary III
14. **Present Position and Salary (Grade Level and Step):** Administrative Officer I/CONTISS 8⁴
15. **Date of Present Position (Promotion/Regrading):** 1st October, 2019
16. **Is your Appointment Confirmed:** Yes
17. **If No, Why Not:** N/A
18. **Date of Confirmation of Appointment:** 1st October, 2013

P. EDUCATIONAL BACKGROUND

2. Educational Institutions Attended With Dates:

- | | | | |
|-------|---|---|-------------|
| vi. | National Open University of Nigeria | ~ | 2015-2018 |
| vii. | Achievers University, Owo | ~ | 2012-2014 |
| viii. | Federal Polytechnic, Ede, Osun State | ~ | 2000 – 2003 |
| ix. | Osun State Polytechnic, Iree, Osun | ~ | 1995 – 1997 |
| x. | Baptist High School, Ejigbo, Osun State | ~ | 1987 – 1993 |

Academic and Professional Qualification

j. Masters (M.Sc.) in Business Administration	2018
ii. Bacheor of Science(B.Sc.) in Business Administration (2-1)	2014
iii. NABTEB Certificate	2012
iv. Professional Diploma in Corporate & Public Administration (CPA)	2008
v. Higher National Diploma (HND) in Secretarial Studies	2003
vi. National Diploma (ND) in Secretarial Studies	1997
vii. Senior Secondary School Certificate (SSSC)	1993

Q. WORK EXPERIENCE OUTSIDE THE UNIVERSITY

- Osun State Local Government Service Commission
 - ~ Senior Confidential Secretary ~ Jan., 2007- Feb., 2010
 - ~ Confidential Secretary I ~ 2004 – 2006
 - ~ Confidential Secretary III ~ 2003 – 2004

R. WORK EXPERIENCE IN OTHER UNIVERSITY NIL

S. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

- ~ Administrative Officer I ~ Oct., 2019 till date
- ~ Administrative Officer II ~ Jan., 2016-Sept., 2019
- ~ Confidential Secretary II ~ Oct., 2013 – Dec., 2015
- ~ Confidential Secretary III ~ March, 2010 – Sep., 2013

Schedule of Duties (Administrative Officer I) Admissions Office:

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- Served as Secretary, Joint COPDD/BCOS Ad-Hoc Committee on the Consideration of JUPEB for admission into Nursing Programme;
- Any other duties assigned to me from time to time.

T. CO-CURRICULAR PROFESSIONAL EXPERIENCE

Nil

U. MEMBERSHIP OF PROFESSIONAL BODIES

- iii. Member, Association of Nigerian University Professional Administrators (ANUPA)
- iv. Graduate CPA, Institute of Chartered Secretaries and Administrators of Nigeria (ICSAN)

V. SERVICE**v. University**

Serving as Secretary to various Ad-Hoc Committees in the University, such as;

- Ad-Hoc Committee of Council on Payment of Earned Allowances;
- Committee on Floating of Center for Child Trafficking, Teenage Pregnancy and Sexual Exploitation Studies;
- Secretary, Committee on Commendation, Accelerated promotion and step enhancement for Non-Teaching Staff;
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- Secretary, Fact Finding Committee on delayed Sandwich Degree Result.

vi. Community

- Bible Study Teacher, Victory Life Ministries (Victory Chapel), Ifelodun Ayetuntun, Yah Salam Area, Ede.

vii. National

Nil

viii. International

Nil

W. PUBLICATIONS

Nil

X. CONFERENCES ATTENDED

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- The Place of ICT in the 21st Century University Administration: Applicability and Practicality by ANUPA, Osun State University Branch, Osogbo. **17th October, 2018**

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Y. EXTRA-CURRICULAR ACTIVITIES

- Reading
- Music
- Travelling

Z. ANY OTHER RELEVANT INFORMATION

- Resourceful with good initiative, has team spirit with good communication skills, works well with minimum supervision, always ready to learn, highly flexible and organized.
- Proficient in the use of Windows 10, Windows 8 and Windows 7 packages, Microsoft office user Suits (MOUS)- Word, Excel, Power Point, Internet Explorer and Outlook.

AA.SUMMARY OF CONTRIBUTION TO KNOWLEDGE

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- **Ogundoyin, O. R. (2014) “Investment in Human Capital: A Determinant for Organisation Productivity”, B.Sc. Research Project, Achievers University, Owo, Ondo State, Nigeria.**

OGUNDOYIN OLUBUKOLA RACHEL
STAFF NAME

~~~~~  
**SIGNATURE**

~~~~~  
DATE

BB. REFEREES

1. Dr. N. A. Lawal
Department of Entrepreneurial Studies,
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nureni.lawal@uniosun.edu.ng
2. Mr. R. A. Adebayo
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Postgraduate College,
Osun State University,
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Nigeria.
+234-8035769845
Adeniyi.adebayo@uniosun.edu.ng
3. Mr. Oluwaloni Adufe
Principal Assistant Registrar,
Vice Chancellor's Office,
Osun State University,
Osogbo,
Nigeria.
+234-8060624737
oluwaloni.adufe@uniosun.edu.ng

CC. GENERAL INFORMATION

1. **Name:** OGUNDOYIN Olubukola Rachel(Mrs.)
2. **Date and Place of Birth:** 30thNovember, 1974. Ejigbo
3. **State of Origin:** Osun
4. **Local Government Area:** Ede South
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With Telephone Number** Engr. Ogundoyin Olayinka O. (Husband)
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12. **Department:** Registry
13. **Position on First Appointment with the University:** Confidential Secretary III
14. **Present Position and Salary (Grade Level and Step):** Administrative Officer II/CONTISS 7⁵
15. **Date of Present Position (Promotion/Regrading):** 30thDecember, 2015
16. **Is your Appointment Confirmed:** Yes
17. **If No, Why Not:** N/A
18. **Date of Confirmation of Appointment:** 7th April. 2014

DD. EDUCATIONAL BACKGROUND

3. Educational Institutions Attended With Dates:

- | | | | |
|-------|---|---|-------------|
| xi. | National Open University of Nigeria | ~ | 2015-2018 |
| xii. | Achievers University, Owo | ~ | 2012-2014 |
| xiii. | Institute of Chartered Secretaries and Administrators
Of Nigeria (ICSAN) | ~ | 2006 – 2008 |
| xiv. | Federal Polytechnic, Ede, Osun State | ~ | 2000 – 2003 |
| xv. | Osun State Polytechnic, Iree, Osun | ~ | 1995 – 1997 |
| xvi. | Baptist High School, Ejigbo, Osun State | ~ | 1987 – 1993 |

4. Academic and Professional Qualification

k. Masters (M.Sc.) in Business Administration(PhDGrade)	2018
ii.Bacheor of Science(B.Sc.) in Business Administration (Second Class Upper)	2014
iii. Professional Diploma in Corporate & Public Administration (CPA)	2008
iv.Higher National Diploma (HND) in Secretarial Studies	2003
v. National Diploma (ND) in Secretarial Studies	1997
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EE. WORK EXPERIENCE OUTSIDE THE UNIVERSITY

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 - ~ Confidential Secretary I ~ 2004 – 2006
 - ~ Confidential Secretary III ~ 2003 – 2004

FF. WORK EXPERIENCE IN OTHER UNIVERSITY Nil

GG. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

- i. Administrative Officer II ~ Admissions Office ~ Jan., 2016-Till Date
Schedule of Duties

HH. Assists the Admissions Officer in facilitating a successful conduct of the yearly mandatory post-UTME screening exercise for all prospective candidates seeking admission to the University;

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LL. Attending to Graduating Students' Clearance on behalf of the Admission Officer;

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NN. Assisting the Head, Academic Affairs Unit in preparation of Agenda, Notice of Meetings, Minutes, Decision Extracts and papers for the following statutory bodies:

- (i) Committee of Provosts, Deans and Directors
- (ii) Business Committee of Senate

OO. Any other duties assigned to me from time to time.

PP. CO-CURRICULAR PROFESSIONAL EXPERIENCE Nil

QQ. MEMBERSHIP OF PROFESSIONAL BODIES

- v. Member, Association of Nigerian University Professional Administrators (ANUPA)
- vi. Graduate CPA, Institute of Chartered Secretaries and Administrators of Nigeria (ICSAN)

RR. SERVICE

ix. University

- Secretary, Ad-Hoc Committee on How to Improve the University IGR through Part-Time Programme with Short Duration for HND Holders
- Secretary, Ad-Hoc Committee to Investigate Students' Unlawful Behaviour at the College of Management and Social Sciences
- Secretary, Ad-Hoc Committee on Acquisition of Medical Books for the College of Health Sciences;
- Secretary, Ad-Hoc Committee on Sandwich Result

x. Community Nil

xi. National Nil

xii. International Nil

SS. PUBLICATIONS Nil

TT. CONFERENCES ATTENDED

- Conference on The Law and Procedures of Meetings, Verbatim Minutes Taking, Motions and Resolutions for Secretaries and Personal/Executive Assistants at NIPS Training Centre, Fadeyi Bus Stop, Ikorodu Road, Lagos State. **November 12 ~ 16, 2012**
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UU. EXTRA-CURRICULAR ACTIVITIES

- Reading
- Music
- Travelling

VV.ANY OTHER RELEVANT INFORMATION

- Resourceful with good initiative, hasteam spirit with good communication skills, works well with minimum supervision, always ready to learn, highly flexible and organized.
- Proficient in the use of Windows 10, Windows 8 and Windows 7 packages, Microsoft office user Suits (MOUS)- Word, Excel, Power Point, Internet Explorer and Outlook.

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- **Ogundoyin, O. R. (2014) “Investment in Human Capital: A Determinant for Organisation Productivity”, B.Sc. Research Project, Achievers University, Owo, Ondo State, Nigeria.**

XX.REFEREES:

1. Mr. A. O. Abiodun
Deputy Registrar, Academic Affairs,
Osun State University,
Osogbo.
2. Mr. A. A. Adeosun
College Secretary, Postgraduate College,
Osun State University,
Osogbo.
3. Mr. R. A. Adebayo
Principal Assistant Registrar, Admissions,
Osun State University,
Osogbo.

Schedule of Duties

YY. Assists the Admissions Officer in facilitating a successful conduct of the yearly mandatory post-UTME screening exercise for all prospective candidates seeking admission to the University;

ZZ. Assists the Admission Officer in processing all approved lists to various Colleges/Faculties in preparation for registration;

AAA. Assists in orientation and matriculation ceremony;

BBB. Keeping of records relating to admission matters in the University;

CCC. Attending to Graduating Students' Clearance on behalf of the Admission Officer;

DDD. Assists the Admission Officer in servicing the Admission Committee on the University;

EEE. Assisting the Head, Academic Affairs Unit in preparation of Agenda, Notice of Meetings, Minutes, Decision Extracts and papers for the following statutory bodies:

(i) Committee of Provosts, Deans and Directors

(ii) Business Committee of Senate

FFF. Any other duties assigned to me from time to time.

GGG. REFEREES:

4. Mr. A. A. Adeosun
Deputy Registrar, Academic Affairs,
Osun State University,
Osogbo.

5. Mr. R. A. Adebayo
Deputy Registrar/Secretary, Postgraduate College,
Osun State University,
Osogbo.

6. Mr. Oluwaloni Adufe
Principal Assistant Registrar, Vice Chancellor's Office
Osun State University,
Osogbo.