

CURRICULUM VITAE

A. GENERAL INFORMATION

1. **Name:** SALAUDEEN, Abdulraheem Adetunji
2. **Date and Place of Birth:** 28th August, 1979 and Ilobu
3. **Gender:** Male
4. **Nationality:** Nigerian
5. **State of Origin:** Osun State
6. **Local Government Area:** Irepodun
7. **Marital Status:** Married
8. **Name & Ages of Children:**

Salaudeen, Zainab Adenike	15years
Salaudeen, Umar Olalekan	12years
Salaudeen, Aishat Adebola	5years
Salaudeen, Fadilat Adesewa	3years
9. **Name & Relationship of Next of Kin:** Salaudeen, Umar O. (Son)
10. **Permanent Address:** No: 66 Zone 1, Aratumi Community,
Off Ilesa Garage Osogbo
11. **E-mail Address:** a.salaudeen@uniosun.edu.ng
12. **Cell Phone Number:** 08063024722
13. **College/Faculty/Unit:** Cash Book Mgt. & Reconciliation
14. **Department:** Bursary
15. **Position on First Appointment:** Accounts Officer (Later redesignated to
Assistant Executive Officer (Accounts))
16. **Present Position & Salary:** Principal Executive Officer I (Accounts)
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17. **Date of Present Position (Promotion):** 1st October, 2022
18. **Is your Appointment Confirmed:** Yes
19. **Date of Confirmation of Appointment:** 29th December, 2010

B. EDUCATIONAL BACKGROUND

1. Educational Institutions Attended with Dates:

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| a. Ekiti State University, Ado- Ekiti, Ekiti State | 2008-2015 |
| b. Federal Polytechnic Offa, Kwara State | 1999-2003 |
| c. Ilobu Sec.Commercial Grammar School, Ilobu | 1992-1998 |

2. Academic and Professional Qualifications with Date:

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|---|---------|
| a. B.Sc. Accounting (Second Class Lower Division) | 2015 |
| b. National Diploma in Accountancy (Upper Credit) | 2003 |
| c. West African Senior School Certificate (WASSC) | 2001 |
| d. Institute of Chartered Accountants of Nigeria (ICAN) | In View |

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY:

Ilobu Community Bank Ltd., Ilobu (<i>I.T</i>)	2004-2005
Account Officer	

Schedule of Duties:

- a. Bank Reconciliation
- b. Posting of Petty Cashbook
- c. Issuance of cheque booklets
- d. Preparation of bank statement

D. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

Principal Executive Officer I (Accounts)-

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|--|---------------------|
| a. Cash Book Mgt. & Reconciliation | Apr 2025 till date |
| b. Budget and Planning Unit | Oct 2022 – Apr 2025 |
| c. Centre for Entrepreneurship Studies | Mar 2023 – Sep 2024 |

Schedule of Duties:

- i. Preparation of Budget Estimates
- ii. Preparation of Budget Performance Report/ Variance Analysis
- iii. Preparation of Monthly, Quarterly and Annual Returns to Constituted Authorities
- iv. Preparation and Maintenance of Asset Registers
- v. Advising the Director on Financial Matters
- vi. Preparation of Cash Book and Reconciliation of Centre's Accounts
- vii. Confirmation of Students Payment
- viii. Any other duties as may be directed by Bursar/ Director

Principal Executive Officer II (Accounts)-

Cash Book Mgt. & Reconciliation and Expenditure Unit	Oct 2019 – Sep 2022
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Schedule of Duties:

- i. Preparation of Cash Book for the University's Accounts
- ii Reconciliation of University's Bank Accounts
- iii. Raising of Journal Vouchers
- iv. Keeping Custody of Payment Vouchers
- v. Keeping of Conference Attendance Registers
- vi. Raising of Voucher for Authorized Payment

Senior Executive Officer (Accounts)-

Expenditure Unit/College of Sci.Eng.Tech./Health Science
and Cash Office

Oct 2016- Sep 2019

Schedule of Duties:

- i. Keeping of College Accounts
- ii. Managing & Administering College Imprest as appropriate
- iii. Managing & Administering College Accounts
- iv. Raising of Voucher for Authorized Payment
- v. Writing of Cheques
- vi. Preparation of Confirmation Letters
- vii. Collection of Bank Statement
- viii. Disbursement of Petty cash
- ix. Keeping of Cheque Register
- ix. Preparation of FIRS schedule

Higher Executive Officer (Accounts) –

Cash Office, Payroll Unit

Oct 2013-Sep 2016

Schedule of Duties:

- i. Regular Preparation of the correct emolument due to each member of staff
- ii. Correct Placement of each staff on the salary and allowances due.
- iii. Taking Timely actions on withdrawals and absenteeism
- iv. Ensuring that all statutory deductions are properly calculated, deducted and accounted for
- v. Preparation and Accounting for summary of salaries and wages
- vi. Raising of salary Journal Voucher from the summary of the payroll for each month
- vii. Keeping all relevant documents and forms
- viii. Preparation of personal pay slip to the staff on monthly basis
- ix. Distribution of pay slip to all staff monthly
- x. Preparation and Computation of Tax Clearance
- xi. Making salary payment through E-Payment
- xii. Rendering of monthly nominal roll to the Ministry of Finance

Executive Officer (Accounts) –

Payroll Unit

Oct 2010- Sep 2013

Accounts Officer/ Assistant Executive Officer (Accounts) –

Payroll Unit

22nd Oct 2007- Sep 2010

E. MEMBERSHIP OF PROFESSIONAL BODIES:

Student Member of Institute of Chartered Accountants of Nigeria (ICAN)

F. CONFERENCES/ SEMINARS/ WORKSHOPS ATTENDED WITH DATES:

- i. Workshop on International Public Sector Accounting Standards (IPSAS): Adoption and Implementation at Osun State University on 12th – 13th April. 2023.
- ii. Training Workshop for Executive Officers at Osun State University Osogbo on 13th October, 2022.
- iii. Joint Services Consultants – Financial and Management Consultants, OSUN STATE UNIVERSITY ACCOUNTING MANUAL SEMINAR from 15th-16th December, 2021.
- iv. FRAUD PREVENTION, DETECTION AND CONTROL at The Administrative Staff College of Nigeria Topo, Badagry from 30th November -4th December, 2020.
- v. Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI) Training at Osun State University Osogbo, from 13th -17th August, 2018.
- vi. Workshop on International Public Sector Accounting Standard (IPSAS) held at Osun State University Osogbo from 25th -28th July, 2016.
- vii. The Institute of Chartered Accountants of Nigeria, ACCOUNTING SKILLS IMPROVEMENT at Modotel Hotel, Enugu from 9th -12th June, 2015.
- viii. FIRS, EFFECTIVE PARTNERING FOR COMPLIANCE at Genesis Hotel, Ibadan on 7th May, 2015.
- ix. Stanbic IBTC pension Managers, LET’S WORK TOGETHER AND RETIRE WELL at Grandeur Events Center, Ibadan on 25th September, 2014.
- x. The Institute of Chartered Accountants- (GHANA), IFRS UPDATES at Golden Tulip Hostel, Accra from 2nd - 3rd April, 2014.
- xi. Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI) Training at Obafemi Awolowo University, Ile-Ife from 19th - 23rd November, 2012.

G. EXTRA- CURRICULAR ACTIVITIES:

Reading

Salaudeen, Abdulraheem Adetunji

Name

Signature and Date