

CURRICULUM VITAE

A. GENERAL INFORMATION

1. Name: Aanu Celinah **TIMI-EWEJE**
2. Date and Place of Birth: 16th June, 1984/ Idanre
3. Gender: Female
4. Nationality: Nigerian
5. State of Origin: Osun
6. Local Government Area: Ede North
7. Marital Status: Married
8. Names and Ages of Children: Eweje Greatness (13 years)
Eweje Goodness (10 years)
Eweje Gladness (6 years)
9. Name and Relationship of Next of Kin with Tel. No: Mr. Eweje Timilehin Adelere/Husband
(+2348037072759)
10. Permanent Contact Address: Block VI, Plot 4 Oroki Estate Extension,
Osogbo
11. E-mail Address: ancelina2010@gmail.com
aanu.eweje@uniosun.edu.ng
12. Cell Phone Number: +2348033645784
13. College: Osogbo Campus
14. Department/Faculty/Unit: Registry/Advancement Office
15. Position on First Appointment with the University: Confidential Secretary III
16. Present Position and Salary (Grade level& Step): Administrative Officer II/CONUNASS 7²
17. Date of Present Position (Promotion/Re-grading): 4th May, 2026/Conversion
18. Is your Appointment Confirmed? Yes
19. If No, Why? N/A
20. Date of Confirmation of Appointment: 1st November, 2016

B. EDUCATIONAL BACKGROUND

1. **Educational Institution Attended with Dates:**
 - i. Osun State University, Osogbo, Osun State 2022 -2024
 - ii. Osun State University, Osogbo, Osun State 2016 -2022
 - iii. Osun State Polytechnic Iree (Higher National diploma) 2007-2009
 - iv. Federal Polytechnic Ede (Ordinary National Diploma) 2003-2005
 - v. At-Taoheed International College, Ogbomoso 2016

2. **Academic and Professional Qualification with Class of Degree and Dates:**

- i. M.Sc. Human Resource Management 2024
- ii. B.Sc. Industrial Relations and Personnel Management (Upper Division) 2022
- iii. Higher National Diploma in Office Technology and Mgt. (Lower Credit) 2009
- iv. National Diploma in Secretarial Studies (Lower Credit) 2005
- v. National Examination Council (NECO) 2016

3. **Other Relevant Qualification:** Nil

4. Honours, Awards and Distinction: Nil

5. Research Fellowship with Dates: Nil

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY WITH DATES

(Confidential Secretary)

- i. Medol Consultant Clinic, Lagos September 2010 - November 2010
- ii. Medol Consultant Clinic, Lagos (during National Youth Service Corps) 2009-2010
- iii. Lautech Teaching Hospital, Osogbo, Osun State (IT) 2006-2007

Job responsibilities

- i. Preparation of salary schedule
- ii. Taking of daily sales to bank
- iii. Prepare and manage correspondence, reports and documents
- iv. Coordinate the flow of information both internally and externally
- v. Overseeing activities of the clinic
- vi. Take, type and distribute minutes of meetings

D. WORK EXPERIENCE OTHER UNIVERSITIES Nil

E. WORKING EXPERIENCE IN OSUN STATE UNIVERSITY:

(Principal Confidential Secretary)

1. Office of the Provost, College of Agriculture, Ejigbo Campus 2023 - 3rd May, 2026

Job Responsibilities

- i. Handling of sensitive document of the College
- ii. Keeping confidential matter secretive
- iii. Work closely with the Provost
- iv. Maintenance of office equipment
- v. Prepare and manage correspondence, reports and documents
- vi. Organize and coordinate meetings,
- vii. Take, type and distribute minutes of meetings

- viii. Handle incoming mail and other materials.
- ix. Set up and maintain good filing systems
- x. Set up work procedures
- xi. Coordination of subordinate staff
- xii. Coordinate the free flow of information internally as specified by the Provost

2. Department of Human Resource Development

2021 - 2023

Job Responsibilities

- i. Attend to student's need
- ii. Typing of memos, reports and official letter within the Department
- iii. Schedule of Departmental Meetings
- iv. Prepare and manage correspondence, reports and documents
- v. Organize and coordinate and attend Departmental meetings,
- vi. Take, type and distribute minutes of meetings
- vii. Handle incoming mail and other materials
- viii. Set up and maintain filing systems
- ix. Set up work procedures

3. Department of Economics, Okuku Campus

2016 - 2021

Job Responsibilities

- i. Prepare and manage correspondence, reports and documents
- ii. Organize and coordinate meetings,
- iii. Take, type and distribute minutes of meetings
- iv. Handle incoming mail and other materials
- v. Set up and maintain filing systems
- vi. Set up work procedures
- vii. Coordinate the flow of information internally as specified by the Provost/HOD

4. Department of Business Administration, Okuku Campus

2013 - 2016

Job Responsibilities

- i. Attend Departmental meetings
- ii. Prepare and manage correspondence, reports and documents
- iii. Take, type and distribute minutes of meetings
- iv. Handle incoming, outgoing mails and other materials
- v. Set up and maintain filing systems

5. Graduate Attachment Programme (GAP) IMTC

2010 - 2012

Job Responsibilities

- i. Attend Departmental meetings
- ii. Prepare and manage correspondence, reports and documents
- iii. Take, type and distribute minutes of meetings
- iv. Handle incoming, outgoing mails and other materials
- v. Set up and maintain filing systems

F. CO- CURRICULA PROFESSIONAL EXPERIENCE

Nil

G. MEMBERSHIP OF PROFESSIONAL BODIES:

Member of Chartered Institute of Professional Secretary Staff of Nigeria (CIPSSON)

H. SERVICE:

- i. University: Secretary to the Student's Disciplinary Committee, Ejigbo Campus 2023 to 2026
- ii. Community: Secretary to the Opon Imo Tablet Committee 2011-2012
- iii. National: Nil
- iv. International: Nil

I. PUBLICATIONS:

- i. Workplace conflict management and employee retention: An empirical study of Coca-Cola Nigeria Ltd. African Journal of Social and Behavioural Sciences 16(3), 633-642
2025
- ii. Workplace bullying experience and turnover Intentions among nurses in hospitals in southwest Nigeria. African Journal of Social and Behavioural Sciences 16(2), 633-642.
- iii. Nexus between talent management and organisational sustainability among health workers in Ondo State. Journal of Employment Relations and Management, 5(1), 154-163 Impact Of Occupational Health and Safety, and Work Environment on Employees Job Performance. 2026
- iv. Job Performance and Flexible Work Arrangement Of Selected Agricultural Firms In Nigeria June 2026

J. CONFERENCES ATTENDED:

- i. Advanced Management of Corporate Meetings, Planning, Organization and Technical Reporting with Skills in ICT Era. (July 1st to 5th, 2025).
- ii. Navigating the Future of the University Administration: Emerging Trends, Complexity and Excellence. LAUTECH, Ogbomoso, May 14, 2025.
- iii. The significance of Maintaining Confidentiality and Discretion in Secretarial Duties, held at the Osun State University, Osogbo, on the 2nd of September, 2024.
- iv. 1st Registry Annual Lecture Titled: The Place of the Registry in the Effective Administration of Nigeria University System, held on 13th October 2021.
- v. Fire Prevention, Safety and Rescue, A sustainable Catalyst for Institutional Protection against Fire Outbreak and Accidents (May-June 2016).
- vi. Fundamentals of Administrative Management organized by the Nigerian Institute of Professional Secretaries at the NIPS Training and Development Centre, Lagos between 7th – 11th December, 2015.
- vii. Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI) at Obafemi Awolowo University, Ile –Ife, Osun State, from 13th -17th May, 2013.

- viii. Capacity building organized by Osun State University held at Olagunsoye Oyinlola Auditorium Wednesday 21st of April 2012, Wednesday 16th June, 2011 and Thursday 20th May 2010.

K. EXTRA CURRICULUM ACTIVITIES:

Reading and meeting people

L. ANY OTHER RELEVANT INFORMATION:

Computer (IT) Skills: (Microsoft word, Microsoft Excel and Power Point)

M. SUMMARY OF CONTRIBUTION TO KNOWLEDGE:

Nil

N. REFEREES

i. Mr. Sunday Oladeji Abokede

Deputy Registrar (College Secretary, College of SET,
Osun State University,
Main Campus.
08145482910

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ii. Mr. Adetoyese Adewuyi

Deputy Registrar (Admission Office),
Osun State University,
Ejigbo Campus.
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iii. Mr. Rasheed Akanni Adejuwon

Principal Assistant Registrar (College Secretary, College of CoARNR),
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SIGNATURE **DATE** **NAME**