

CURRICULUM VITAE

1. **NAME:** ABIODUN AKINBOWALE OLALEKAN
2. **Date and Place of Birth:** 20TH December, 1979 / Ile – Ife
3. **Gender:** Male
4. **Nationality:** Nigeria
5. **State of Origin:** Osun
6. **Local Government Area:** Ife Cenrtal
7. **Marital Status:** Married
8. **Name and age of children:** Abiodun Atinuke Racheal (20)
Abiodun Samuel Akinniyi (14)
9. **Name and Relationship of next of Kin:** Mrs Abiodun Adeola T. (Wife) / 08039535018
10. **Permanent Address:** Block U plot 28, Osogbo Local Government
Housing Scheme Ilesa Road, Osogbo,Osun State.
11. **E – Mail Address:** akinbowale.abiodun@uniosun.edu.ng
12. **Cell Phone Number:** 08034920973
13. **Unit:** Expenditure Control
14. **Department:** Bursary
15. **Position on first appointment:** Accounts officer
16. **Present Position and salary grade:** ACEO ACCOUNTS, 12/5
17. **Date of present position /regarding:** 1st October, 2021
18. **Is your appointment confirmed:** Yes
19. **Date of confirmation of Appointment:**29 / 12/ 2010

B. EDUCATIONAL BACKGROUND

1. INSTITUTION ATTENDED

Ekiti State University, Ado –Ekiti	2008 - 2014
Osun State Polytechnic, Iree	2003 - 2005
Osun State Polytechnic, Iree	2000 - 2002
Senior Secondary School Certificate	1995 / 2002

2. ACADEMIC / PROFESSIONAL QUALIFICATION

Member Nigeria Institute of Management	2018	
B.Sc in Business Administration and Management	(Second Class Lower)	
Date:	2008-2014	
Graduate Member Nigeria Institute of Management:	2006	
Higher National Diploma in Business Administration	(UPPER CREDIT)	
Date:	2003 – 2005	
National Diploma in Business Studies	(UPPER CREDIT)	
Date:	2000 – 2002	West
African Examination Council from Osi Community High School Osi – Sooko,		Ile-
Ife		
Date:	19995	
National Examination Council	2002	

C. WORKING EXPERIENCES OUTSIDE THE UNIVERSITY:

Glory Sawmill C/o Olabisi & Sons Sawmill, Km. 5,Ore Rd Ondo, Ondo State.

Date: 2005 - 2007

Post Held: Manager

E. WORK EXPERIENCE IN THE UNIVERSITY

Osun State University, Osogbo. Assistant Chief Executive Officer

(Accounts)

Date: 1st October, 2021 Till Date.

CO-CURRICULAR PROFESSIONAL EXPERIENCE

- i. Bank Reconciliation Cashbook Management
- ii. Serially Arrangement and filling of payment vouchers
- iii. Tracking and Analysis of Payment voucher
- iv. Cashbook Management
- v. Preparation of Quarterly reports on bank reconciliation

- vi. Attending to various external auditors of the University
- vii. Supervising of cashbook management and reconciliation officer

- viii. Attending to any other request from the head of department
- ix. Desk and liaison officer with Federal Mortgage Bank
- x. Computation of staff salary and wages and other entitlement due to workers
- xi. Preparation of monthly journal for final account
- xii. Computation and preparation of pension deduction schedule on staff salary for onward remittance into various PFA Accounts as provided by staff.
- xiii. Completion of tax clearance form for member of staff
- xiv. Regular tracking of staff presence at work by ticking and keeping of staff salary checker record on monthly basis.
- xv. Keeping of records of Support staff and N.Y.S.C
- xvi. Preparation and submission of monthly Nominal Roll to the ministry of finance for the release of fund for salaries.
- xvii. Issuance of School fees and all other receipts as an evidence of payment into University accounts.
- xviii. Bank Reconciliation.
- xix. Management of Cash books for tuition fees.
- xx. Preparation of payment voucher and Bank schedule.
- xxi. Desk Officer for Federal Mortgage Bank of Nigeria
- xxii. Other assignment as required by the bursar.

G.MEMBER OF PROFESSIONAL BODIES

Member Association of National Accountant of Nigeria (ANAN) 2025

Member Nigeria Institute of Management. 2018

H.SERVICES

I. i UNIVERSITY: Member Special Marshal Corp, Unit 24(Osun Command)

II.(i) COMMUNITY: Member Security and Electricity Committee for Araromi Community, OSLGHS Off Ilesa Road, Osogbo.

(ii) Chiarman building committee of St Lawrence Catholic Church, Oke – Ayepe, Osogbo.

III. NATIONAL: Member Special Marshal corp.

NATIONAL YOUTH SERVICE CORP:

Zenith International Secondary School Okposi, Ohaozara Local Government, Ebonyi State.

Date: 2005-2006

Post Held: Class Tuitor

J. CONFERENCES ATTENDED:

- i. Advance Digital Appreciation programme for tertiary institution training .(ADAPTI)
- ii. Management Information in a Computerized Environment
- iii.Computer Application and E- payment Solutions course for Finance and Accounting Officer.
- iv.Workshop on International Public Sector Accounting Standards
- v.Efective Remitta –E- Payments, Reconciliation and Cash Handling Techniques

K. EXTRAL CURRICULAR ACTIVITIES; Traveling, Gardening, Reading and Meeting People.

L. ANY OTHER RELEVANT INFORMATION:

Ability to work under less or no supervision.

Goal and result oriented

Focus and management expertise

Referees:

Mr. Adewumi A.O (B.sc, ACA)

Audit Department,Osun State University, Osogbo

Mr. R.O Adebisi (M.sc B.sc, ACA)

Bursary Department,
Osun State University, Osogbo.

Mr. Ejidokun A.R (M.sc B.sc, ACA)

Bursary Department, Osun State University Osogbo.