

CURRICULUM VITAE

A. GENERAL INFORMATION

1. Name: Fisayo Adetola OJELEKE
2. Date and Place of Birth: 28th January 1980, Ede
3. State of Origin: Osun
4. Local Government Area: Ede South
5. Marital Status: Married
6. Name and Ages of Children (if any): NIL
7. Name and Relationship of Next Kin With Telephone Number: OJELEKE Olusegun (Husband) 07033972289
8. Permanent Contact Address: New Jerusalem Prayer City Agunbelewo, Osogbo
9. E-mail Address: fisayo.ojeleke@uniosun.edu.ng
10. Cell Phone Number: 07030250357
11. College/Faculty / Unit: College Account/Cash Office
12. Department: Bursary
13. Position on First Appointment with University: Clerical Officer
14. Present Position and salary (Grade level and step): Principal Executive Officer I
(Accounts) CONUNASS 11/3
15. Date of Present Position (Promotion / Regarding): 1st October, 2024
16. Is your Appointment confirmed? Yes/No: Yes
17. If no, Why Not? Not Applicable

18. Date of Confirmation of Appointment: 29th December, 2010

B. EDUCATIONAL BACKGROUND

1 Institutions Attended with Dates

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| i. LadokeAkintola University of Technology,
Ogbomoso,Oyo State. | 2010 - 2014 |
| ii. Federal Polytechnic Ede | 2004-2007 |
| iii. Agbonran School of Science. | 1996 - 2001 |

2. Academic and Professional Qualifications with Dates/Issuing Authority and Class of Degree/ Grade Level Must be Indicated

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|---|------|
| i. Bachelor of Science in Accounting-(Second Class Lower) | 2014 |
| ii. National Diploma in Accounting-(Distinction) | 2007 |
| iii. National Examination Council (NECO) | 2001 |
| 3. Other Relevant Qualification: | Nil |
| 4 Honour Awards and Distinction: | Nil |
| 5 Research Fellowship with Date: | Nil |

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM

Tajlat Nursery and Primary School Iragberi	2003 – 2004
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D. WORK EXPERIENCE IN OTHER UNIVERSITIES None

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

- 1. Registry Department:** Clerical Officer (Provost Office College of SET)
October, 2007 – February, 2009

Specific Duties

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|---------------------------------------|
| i. Keeping of Records |
| ii. Filing of documents appropriately |

- iii. Dispatching of mails
- iv. Any other duties assigned by my supervisor

2. Bursary Department

Assistance Executive Officer/Executive officer (College Account Officer CSET & CHS) February, 2009 – April, 2015

Specific Duties

- i. Preparation of quarterly report on College IGR Accounts
- ii. Disbursement and retirement of imprest
- iii. Ensuring all relevant books of accounts are kept
- iv. Keeping proper account records for external auditor perusal
- v. Issuance of School Receipts
- vi. Issuance of Scratch cards

Executive/Higher Executive Officer (Student Accounts Unit)

April, 2015 – March, 2018

Specific Duties

- i. Remittance of cash and drafts on various Internal Generated Revenue such as medical fees, matriculation fees, transcript fee & late submission of file
- ii. Attending to student queries & inquiry on their accounts portal
- iii. Safekeeping & distribution of payment cards to applicable staff and students based of management approval to act.
- iv. Clearing & signing of graduating student during final clearance.
- v. Writing and management of Receipts
- vi. Raising of payment voucher for the imprest of college accounts and other units

Higher Executive Officer/Senior Executive Officer (Final Accounts Unit)

March, 2018 – September, 2020

Specific Duties

- i. Maintain all accounting books (Ledger, Journal Vouchers).
- ii. Preparation of Monthly Financial Statements for Management & Governing Council uses.
- iii. Posting of relevant accounting entries into its appropriate books
- iv. Any Other duties as may be directed by the Head of the Unit

Senior Executive Officer (Students' Accounts Unit) September, 2020 – October, 2020

Specific Duties

- i. Signing & clearing final year student (Six Campuses).
- ii. Writing of receipt for Internally Generated Revenue
- iii. Remittance of cash and drafts to cash office
- iv. Liaison with Information Technology Unit on student relating matters.

Senior Executive Officer (College Account Officer, Ipetu-Ijesha)
October, 2020 – September, 2021

Specific Duties

- i. Preparation of quarterly report on College IGR Accounts
- ii. Disbursement and retirement of imprest
- iii. Ensuring all relevant books of accounts are kept
- iv. Keeping proper account records for external auditor perusal
- v. Issuance of School Receipts
- vi. Remittance of drafts to cash office

Principal Executive Officer II (College Account Officer, Ipetu-Ijesha Campus & Cash Office) October, 2022 – Till date

F. CO-CURRICULAR/PROFESSIONAL EXPERIENCE	Nil
G. MEMBERSHIP OF PROFESSIONAL BODIES	ANAN
H. SERVICE	Ni

I. PUBLICATIONS:	Nil
J. CONFERENCES / WORKSHOP ATTENDED	
i. Training on International Public Sector Accounting Standards (IPSAS); Adoption & implementation, 12 th & 13 th April, 2023 held at Osun State University Multi-Purpose Hall.	
ii. Training on Accounting Manual for Bursary Staff of Osun State University, 15 th & 16 th December, 2021 held at Osun State University Multi-Purpose Hall.	
iii. Digital Bridge institute – International Centre for Communication Studies, Training on Advance Digital Appreciation programme –Tertiary (ADAPT). June, 2017	
iv. Workshop on International Public Sector Accounting, Osun State University, Osogbo. July, 25 th -28 th , 2016	
v. Training on Treasury/Revenue Accounting, Internal Control and Cash Management Excellence Hotel, Ogba, Lagos. May, 2015	
vi. Osun State University Capacity Building Workshop – Accreditation Exercise in a University System. June, 2009	
vii. Osun State University Capacity Building Workshop – Rules and Regulations Governing the Conduct of Examination in a University System. July, 2009.	
K. EXTRA CURRICULAR ACTIVITIES:	Reading & Singing
L. ANY OTHER RELEVANT INFORMATION	None
M. SUMMARY OF CONTRIBUTION TO KNOWLEDGE	Nil