

CURRICULUM VITAE

A. GENERAL INFORMATION

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| 1. Name: | LAWAL, Olalekan Jamiu |
| 2. Date of Birth: | 4 th November, 1983/Ilorin |
| 3. State of Origin: | Osun State |
| 4. Local Government of Area: | Osogbo |
| 5. Marital Status: | Married |
| 6. Name and ages of Children: | Lawal Richard Oluwagbohunmi
Oluwagbohunmi (5 years) |
| | Lawal Covenant Oluwagbotemi
(2 Years) |
| 7. Name, Address & Relationship: | Lawal Florence Abiodun, Temidire Estate- |
| With of Kin with Tel. No: | Wife 08139079593 |
| 8. Permanent Contact Address: | D9 Temidire estate, Reconciliation,
Area, Osogbo, Osun State. |
| 9. E-mail Address: | Lawalolalekan33@yahoo.com |
| 10. Cell Phone Number: | 08066515950 |
| 11. College/Faculty/Unit: | Expenditure Control Unit |

12. Department:	Bursary Department
13. Position on first Appointment	
With the university:	Library Assistant
14. Present Position and Salary	
(Grade level and Step):	Higher Executive Officer (Account)
15. Date of Present Position(Promotion/Regarding):	4 th May,2023
16. Is your appointment confirmed Yes/No:	Yes
17. If No, Why Not	
18. Date of Confirmation of Appointment	7 th April,2014

B. EDUCATION BACKGROUND

1. Educational Institutions attended with date:

i. Ladoke Akintola University, Ogbomosho	2015
ii Osun State College of Technology, Esa oke	2009
iii Anglican Grammar School,Ogbomosho	2004
iv Kiriji Memorial College, Igbajo	2004

2. Academic and Professional Qualification with Dates/issuing Authority and class of degree.

i Bachelor of Science (Bsc) Degree in Accounting	2015
ii National Diploma (ND) in Accounting	2009
iii Senior School Certificate Examination	
National Examination Council	2004
National Examination Council	2004

3. Other Relevant Qualification:	Nil
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4. Honors Awards and Distinctions:	Nil
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5. Research Fellowship with Date:	Nil
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C WORK EXPERIENCE OUTSIDE THE

UNIVERSITY SYSTEM:

Ijesa ni Ere Telecom

Seles/Manager

D. WORK EXPERIENCE IN OTHER UNIVERSITIES: NIL

E. WORK EXPERIENCE IN OSUN STATE UNIVERSTY

Bursary Department: January 2009

Student Account:

- Issuing of school receipt for student according to their respective payment.
- Confirmation of Bank statement as at when due.
- Checking of bank statement from bursars office as at when due.
- Collecting bank statement from the bursar's office for record purpose.
- Issuing of final clearance to student for examination purpose.
- Converting of teller to school after verifying from bank statement.
- Checking all financial record as at when due.

Library Department

Library Assistant: Schedule of duty:

- Arranging of books serially after use.
- Issuing Library pass for student & staff to accessible library use.
- Keeping books properly in the library.
- Placing call marks to books accordingly
- Arranging of Books accordingly to a unique numeric commercial books identifier ISBN (International Standard Books number)
- Placing of code in using to identifier journal, Magazine, Newspaper and periodical of all kind in a proper shape and documentation at serial section according to their ISSN (International Standard Serial Number).
- Proper checking in maintaining decorum/Silent at the library.

Library Department Ipetu ijesa, Wednesday, 6th May, 2015.

Library Assistant: Schedule of Duty

- Documentation of Books after purchases.
- Arranging of Books after it has been use.
- Issuing of Library pass for both student and Staff.
- Keeping of Proper record in the library accordingly.
- Placing of call marks to books accordingly for accessible to the end users.
- Arranging of books according to a unique numeric commercial books identifier ISBN (International standard books Number)
- Guiding the users to select proper books at the library and return it to appropriate destination.
- Documentation and monitoring of student activities
- Registration of student according to their level and Department.

Senior Library Assistant:

Schedule of Duty:

- Directing, Supervising and monitoring the library porter.
- Instructing the I T student from federal polytechnic offa.
- Writing a daily report on their daily activities in the library.
- Guide the I T student on how important and usefulness library is for the end users.
- Support the college Librarian in attending to the accreditations team whenever they visit the approval of courses in the college.
- Catalogue of books according to their serial section.
- Any other job assign by the college Librarian.

Final Account Unit: 12th January, 2016:

- Preparation of monthly Account

- Preparation of general ledger
- Preparation of schedule at every month
- Raising of Journal voucher (J V)
- Any others job assign by Head of Unit.

Student Account: 20th June, 2019:

Schedule of Duty:

- Operation with bank official for proper documentation in the college
- Communicating with bank official when facing difficulties relating to college for proper explanation.
- Liaise with accountant attached to college in the bank for proper accountability.
- Proper checking and monitoring of bank statement to avoid over spending on approval limit of amount.
- Prepared quarterly report for the programmed accountant/college.
- Prepared yearly report for the internal and external auditor as requested.
- Liaise with the provost and dean of the college for proper accountability.
- To monitor all expenses in the college not to exceed the approval limit in order to avoid controversial on spending.
- Frequent update for Bursar to know the situation and the challenges in the college as to provide maximum solution.
- Issue receipt to student as evidence of their respective payment for tuition fees, Medical fees, Matric fees and other deduction as appropriately.
- Confirmation of payment history for fresher's student on the portal to complete their registration.
- Disbursing of quarterly imprest as appropriate to all designated members of staff in the college.

- Lecturing of fresher's student on how their tuitions and other payments would be made because of any challenges during their orientation programme.
- Writing of cheque and disburse of imprest to appropriate offices in the college.
- Writing of payment voucher to ensure competency and accountability in the college.
- Proper guiding of the provost for accurate spending limit and accountability.
- Guiding of HODs for proper spending and monitoring of transparency judiciously.

BIGI AND CA (BUSINESS, INVESTMENT, CASH AND INSURANCE/ CASH ADVANCE):
10TH SEPTEMBER, 2020

Schedule of Duty:

BUSINESS

- Keeping all record in the university, share capital in the integrated ventures.
- Tracking and recording of all transactions contributed from the integrated ventures.
- Assisting the HOU in preparing of report on ventures, that is schedule to the Bursar.

INSURANCE:

- Partaking in recording and updating of insured university asset.
- Assisting the HOU in preparing of insured claim and premium due.
- Assisting the HOU in keeping of registers and files of the university insurers.
- Keeping of all registers and files of all university insurers.

- Partaking in liaising with the relevant department and committee on insurance of the university asset.

GRANT:

- Recording and updating of grant schedule.
- Keeping of registered and necessary information on all university grant.

INVESTMENT:

- Recording and updating of university investment.
- Keeping of investment registered record.

OUTSTANDING CASH ADVANCE:

- Proper keeping of cash advance payment.
- Updating of cash advance register.
- Partaking in circularization to staff on cash advance and other duties assigned by the HOU.
- Any other duties as may be directed by the supervisor/Head of Unit.

CASHBOOK MANAGEMENT AND RECONCILIATION: 20TH JUNE, 2019

Schedule of Duty:

- Posting of payment voucher into various cashbooks.
- Posting of cash advance analysis.
- Filing of payment voucher.
- Posting of cash advance register.
- Preparation of schedule.
- Preparation of statutory deductions (VAT, WHT as at when due).
- Reconciliation of accounts.
- Raising /posting of journal voucher.
- Any other duties as may be directed by the supervisor.

POST GRADUATE COLLEGE: 2ND OCTOBER, 2020

Schedule of Duty:

- Updating report for HOU on quarterly and yearly basis on imprest schedule.
- All college imprest
- Unit imprest
- Central imprest
- Library imprest
- Pre-degree imprest
- Post graduate imprest
- Centre imprest (part-time and JUBEB)
- Any other assigned by the Head of Unit.

BUDGET AND EXPENDITURE UNIT: 1ST JUNE, 2021

Schedule of Duty:

- Registering of new contractors
- Digesting of memos to update it to various destinations
- Printing of payment vouchers and movement book to internal audit
- Assisting the HOU for budget planning
- Preparation of asset register (Personnel, Overhead, Capital and Revenue)
- Generating of payment vouchers to their various destination
- Assisting the HOU for budget planning to Abeere
- Preparing of payment vouchers in favour of capital project, TETFUND

EXPENDITURE CONTROL UNIT:

Schedule of Duty:

- Preparing of payment voucher of the university

- Updating and checking all records of memos from office of the Bursar
- Confirmation of all memos to their various destinations.

SUCH AS:

- ADV: Normal Cash advance.
- ADVN: Cash advance non-Budgeting.
- OTH: Non budgeting overhead.
- GNPV: Staff General Payment.
- SALPV: Salary voucher
- Store Purchases Advance
- Store Purchases advance (Non Budgeted).
- C D: Contractor Payment Voucher.
- Capital project p v processing.
- I G R Capital.
- Needs Assessment Capital.
- Non Budgeted Contractor.
- Tetfund and others
- Need Assessment
- Tetfund cash.
- The payment of Voucher enquiry.
- Preparation of schedule to Abere:
- Grant for Tetfund.
- Overhead for Expenses.
- Capital For project
- Revenue for Income

CASH OFFICE: Till date

- Received P V from Audit Department.
- Registering of all P V accordingly.
- Checking all the transfer Instruction together with the payment voucher
- Updating the all payment voucher into Admon software.

F. CO-CURRICULUM PROFESSION EXPERIENCE:

G. MEMBERSHIP OF PROFESSIONAL BODIES:

H. SERVICE:

- i. University
- ii. Community
- iii. National
- iv. International

I. PUBLICATIONS (if any)

J. CONFERENCES ATTENDED:

- I. Digital Bridge Institute-International Centre for Communication Studies, Training on Advanced Digital Appreciation Programme for Tertiary Institution (ADAPTI), May, 2016.
- II. Digital Bridge Institute-International Centre for Communication Studies, Training on Advanced Digital Appreciation Programme for Tertiary Institution (ADAPTI), August, 2018.
- III. Osun State University: Workshop on International Public Sector Accounting Standards (IPSAS), July, 2016.
- IV. The Administrative Staff College of Nigeria, Topo, Badagry: Workshop on “Strategic Development and Implementation”, December, 2019.
- V. The Institute of Chartered Accountants’ of Nigeria (Osun and District Society): Workshop on “Contemporary Issues in Accounting Profession”, October, 2019.

- VI. Osun State University: Training on Osun State University Accounting Manual, December, 2021.
- VII. Osun State University: “Joint Services Consultants Financial and Management Consultants”.

K. EXTRA-CURRICULA ACTIVITIES: Reading, Dancing, meeting People and Making Friends.

L. ANY OTHER RELEVANT INFORMATION: Member of JCI (Junior Chambers International) Esa Oke Chapter

M. SUMMARY OF CONTRIBUTION TO KNOWLEDGE: None

REFEREES

1. Mr Adetu Aruna Olawale

Registrar, Kola Daisi University,
Oyo State.
07037821221

2. Dr Lawal Musediq Olufemi

Sociology and Criminology Department,
Osun State University,
Okuku Campus.
08034455856

3. Pastor Diran Ajimati

Previlars Chapel International,
Osogbo,
Osun State.
08034184564

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Signature

Date

