

CURRICULUM VITAE

A GENERAL INFORMATION

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| 1. Name: | Fatimo Florence ADEDOKUN |
| 2. Date and Place of Birth: | 1 st March, 1984, Ile-Ogbo |
| 3. Gender: | Female |
| 4. Nationality: | Nigeria |
| 5. State of Origin: | Osun |
| 6. Local Government of Origin: | Ayedire |
| 7. Marital Status: | Married |
| 8. Names and Ages of Children: | Adedokun-David Smith, 17yr,
Adedokun-David Naomi, 13yrs,
Adedokun-David Nifemi 9yrs |
| 9. Name and Relationship of Next of Kin: | Adedokun
Dauda/Husband, |
| 10. Permanent Contact Address: | Beside Mestilo Hotel Ori-oke
Pure

Water, Osogbo, Osun State |
| 11. E-mail Address: | fatimo.adedokun@uniosun.edu.ng |
| 12. Cell Phone Number: | 08067866742 |
| 13. College/Faculty/Unit: | Bursary/Cash Book Mgt & Bank

Reconciliation |
| 14. Department: | Bursary |
| 15. Position on First Appointment with the University: | Clerical Officer |
| 16. Present Position and Salary (Grade level and step): | Accountant I, Conunass |

8 Step 3

17. Date of Present Position (Promotion/Regrading): 1st October, 2024 (Promotion)

18. Is your appointment confirmed? Yes

19. If No, why Not? Not Applicable

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

B EDUCATIONAL BACKGROUND

1. Educational Institutions Attended with Dates:

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| i. | Ladoke Akintola University of Technology, Ogbomoso | 2010-2014 |
| ii. | Luther King's College Ile-Ogbo | 1994-2000 |

2. Academic and Professional Qualifications with Dates:

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| i. | B.Sc. Accounting Second Class (Lower Division) | 2014 |
| ii. | Senior Secondary School Certificate | 2000 |
| iii. | Association of National Accountants of Nigeria (ANAN) | 2025 |

3. Other Relevant Qualifications:

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| i. | Diploma In Desktop Publishing | 2007 |
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4. Honours, Awards and Distinctions: Nil

5. Research Fellowship with Dates: Nil

C WORKING EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM

Computer Operator at A.G.S. Computer Training School, Mao Shopping complex, Osogbo, Osun State	2005-2006
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D WORK EXPERIENCE IN OTHER UNIVERSITIES: Nil

E WORK EXPERIENCE IN OSUN STATE UNIVERSITY

(i) Accountant I April 2025 till date: Cash Book Management and Bank Reconciliation

Schedule of duty:

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| i. | Posting of payment voucher into various Cashbooks |
| ii. | Posting of cash advance analysis |

- iii. Filling of payment voucher
 - iv. Posting of cash advance register
 - v. Preparation of Schedule
 - vi. Preparation of statutory deductions (VAT, WHT as at when due)
 - vii. Reconciliation of Accounts
 - viii. Raising/Posting of journal voucher
 - ix. Any other duties as may be directed by the supervisor
- (ii) Accountant II, 2021 to April 2025: Budget and Expenditure Control Unit**
- Duties Performed:*
- i. Preparation of payment voucher
 - ii. Preparation of monthly salary payment voucher
 - iii. Preparation of budget
 - iv. Preparation of asset register
 - v. Preparation of departmental vote and expenditure book
 - vi. Preparation of schedules as directed by Head of the Unit
 - vii. Maintenance of office imperest
 - viii. Recording and update of insured University asset
 - ix. Preparation of quarterly report
 - x. And any other responsibility that may be assigned by the Head of Unit
- (iii) Chief Clerical Officer 2017 till 24th August, 2021 `Deputy Vice-Chancellor
Administration and Development office**
- Duties Performed:*
- i. Receiving of incoming and dispatching of outgoing mails
 - ii. Recording of incoming and outgoing mails
 - iii. Making photocopy of several Documents
 - iv. Filing of official Documents
 - v. Providing Hospitality service in the office
 - vi. Performing Secretarial functions in the Unit
 - vii. And any other responsibility that may be assigned by the head of Unit
- (iv) Centre for HRDLLL: Assistant Chief Clerical Officer 2014 -2017,**
- Duties Performed:*

- i. Receiving of incoming and dispatching of outgoing mails
- ii. Recording of incoming and outgoing mails
- iii. Attending to part-time students in the Centre for HRDLLL
- iv. Distribution of IJMB & Part-Time flier to all the Local Government in Osun State
- v. Circulating of papers before, during and after the Centre Management Board
- vi. Performing Secretarial functions in the unit
- vii. Collating of papers during and after the meeting
- viii. Making photocopy of several documents
- ix. Providing Hospitality service in the office
- x. And any other responsibility that may be assigned by the head of unit

(v) Civil Engineering Department: Senior Clerical Officer 2012-2014,

Duties Performed:

- i. Receiving of incoming and dispatching of outgoing mails
- ii. Recording of incoming and outgoing mails
- iii. Circulating of Papers during and after the departmental meeting
- iv. Performing Secretarial functions in the Unit
- v. Collating of Papers during and after the meeting
- vi. Making photocopy of several documents
- vii. Attending to Students
- viii. Providing of Hospitality service in the office
- ix. And any other responsibility that may be assigned by the Head of Department

(vi) Registrar's Office: Senior Clerical Officer 2011-2012,

Duties Performed:

- i. Keeping of Records
- ii. Receiving of incoming and dispatching of outgoing mails
- iii. Recording of incoming and outgoing mails

- iv. Making photocopy of several Documents
- v. Filing of official Documents
- vi. Providing Hospitality service in the office
- vii. And any other responsibility that may be assigned by the Head of Unit

(vii) Academic Affairs Unit: Clerical Officer 2007-2011,

Duties Performed:

- i. Keeping of Records
- ii. Filing of documents appropriately
- iii. Circulating of Paper during and after the meeting Period
- iv. Receiving of incoming and dispatching of outgoing mails
- v. Recording of incoming and outgoing mails
- vi. Performing Secretarial functions in the Unit
- vii. Collating of papers during and after the meeting
- viii. Making photocopy of several documents
- ix. Attending to students
- x. Providing Hospitality service in the office
- xi. And any other responsibility that may be assigned by the Head of Department

F. CO-CURRICULUM PROFESSIONAL EXPERIENCE: Nil

G. MEMBERSHIP OF PROFESSIONAL BODIES:

Association of National Accountant of Nigeria (ANAN): 2025

H. SERVICE:

(i) UNIVERSITY

(ii) COMMUNITY:

Contributed funds toward the renovation of Ogidan Grammer School, Osogbo.

(iii) NATIONAL: Contributed fund to Osun State water project

(iv) INTERNATIONAL: Nil

I. PUBLICATIONS (IF ANY): Nil

J. CONFERENCES ATTENDED (INDICATING TITLES OF PAPERS PRESENTED IF ANY):

- (i) Osun State University: Workshop on International Public Sector Accounting Standards (IPSAS), April 2023.

- (ii) Osun State University: Training on Osun State University Accounting Manual December 2021.
- (iii) Digital Bridge Institute-International Centre for Communication Studies, Training on Advanced Digital Appreciation Programme – Tertiary (ADAPTII), October, 2020
- (iv) **TETFund Conference Attended:** Conference Organized by Corporate Human Resource Development Consultants on the Essential in Report writing Communication and International Relations, at Sango Ota, Ogun State, between 4th and 7th August 2015.

K. EXTRA-CURRICULAR ACTIVITIES: Browsing and typing

L. ANY OTHER RELEVANT INFORMATION: Nil

M. SUMMARY OF CONTRIBUTION TO KNOWLEDGE:

- (i) Contributed to the improvement of financial management and accountability through effective record keeping, financial reporting, payment verification, and compliance with established financial regulations.
- (ii) Support institutional efficiency by ensuring accurate financial documentation and providing timely financial information for decision-making.

N. REFERENCES.

1. Mr. ADEBISI RUFUS O.

Deputy Bursar,
Osun State University,
Osogbo
08034240947

2. Dr. FATOKI SERIFAT B.

Deputy Bursar,
Osun State University,
Osogbo.
08033360193

3. Dr. ADEFILA BENSON A.

Assistant Chief Executive Officer,

Osun State University,

Osogbo.

08063397056.

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Name

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Signature/Date

