

CURRICULUM VITAE

A. GENERAL INFORMATION

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| 1. Name: | Foluke Omolola AROJOJOYE |
| 2. Date and Place of Birth: | 01 st July, 1978/Lagos State |
| 3. Gender: | Female |
| 4. Nationality: | Nigerian |
| 5. State of Origin: | Osun State |
| 6. Local Government of Area: | Obokun |
| 7. Marital Status: | Married |
| 8. Names & Ages of Children (if any): | AROJOJOYE Tofunmi Israel
AROJOJOYE Tomisin Esther |
| 9. Name & Relationship of Next of Kin with Telephone Number: | AROJOJOYE Tofunmi Israel
07055766771/07061242035 |
| 10. Permanent Contact Address: | Zone 5, Ilupeju Estate, Ofatedo, Osun State |
| 11. E-mail Address: | foluke.arojoye@uniosun.edu.ng
lola_arojo@yahoo.com |
| 12. Cell Phone Number: | 08101094191 |
| 13. College/Faculty/Unit: | Registry |
| 14. Department: | Bursary |
| 15. Position on First Appointment with the University: | Confidential Secretary II |
| 16. Present Position and Salary (Grade level and Step): | Principal Confidential Secretary I/CONUNASS
11/4 |
| 17. Date of Present Position (Promotion/Regrading): | 01 st October, 2022 |
| 18. Is your appointment confirmed: | Yes |
| 19. If No, why Not?: | Not Applicable |
| 20. Date of Confirmation of Appointment: | 7 th April, 2014 |

B. EDUCATIONAL BACKGROUND

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| 1. Educational Institutions Attended with Dates | |
| Fountain University, Osogbo,
Osun State | 2016 – 2018 |
| The Federal Polytechnic, Ede,
Osun State | 2004 – 2006 |

The Federal Polytechnic, Ede,
Osun State

2001 – 2003

Iju Grammar School, Iju-Ishaga,
Lagos State

1993 – 1996

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

Bachelors of Science (B.Sc.)
Business Administration
(Second Class Honours, Upper Division)

2018

Higher National Diploma (HND)
Secretarial Studies (Distinction)

2006

National Diploma (ND)
Secretarial Studies (Distinction)

2003

Secondary School Leaving Certificate

1996

3. Other Relevant Qualifications:

NIL

4. Honours, Awards and Distinctions:
Academic Scholar, Secretarial Studies
Department, The Federal Polytechnic,
Ede, Osun State.

2002/2003 Academic Session

5. Research Fellowships with Dates:

NIL

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM (including names and addresses of employers)

Ministry of Education, Osogbo,
Osun State. National Youth Service
Corps (N. Y. S. C.)

2008 – 2009

Early Rising International School, Obawole
Estate, Iju-Ishaga, Lagos State

1998 – 2001

Ewutuntun Community Bank, Mafoluku,
Oshodi, Lagos State

1997 – 1998

D. WORK EXPERIENCE IN OTHER UNIVERSITIES (indicating names and addresses of employers)

NIL

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

Confidential Secretary

Graduate Attachment Programme (GAP)

2010

- i. Responsible for the receipts of mails/correspondences
- ii. Filing of memos
- iii. Writing of memos on the instruction of the Acting Director, Foundation Programmes

- iv. Typing and seeing to the proper organization of the office
- v. Prompt retrieval of documents

Confidential Secretary

Secretary to the Provost, College
of Law, Ifetedo Campus

June 2010 – 4th August, 2015

- i. Responsible for the management of the Provost and College of Law General Office
- ii. Management of documents and writing of memos and proposals on the instruction of the Provost
- iii. Type memos/correspondences for the different units in the College
- iv. Prompt retrieval of documents
- v. Attends to the daily needs of students
- vi. Active participation in Accreditation Exercise
- vii. General supervision of the Clerical Staff members in the Provost's Office.

Confidential Secretary

Secretary to the Acting Heads, Civil
Engineering and Mechanical Engineering
Departments

August, 2015 –December, 2018

- i. Responsible for the writing of memos on the instruction of Acting Heads
- ii. Typing of memos/correspondences
- iii. Receiving and filing of memos and correspondences
- iv. Prompt retrieval of documents
- v. See to the dispatch of memos and correspondences
- vi. Active participation in Accreditation Exercise
- vii. Attend to students.

Confidential Secretary

Secretary to the Bursar, Bursary
Department

December, 2018 till date

- i. Responsible for prompt response to memos and letters to office of the Bursar
- ii. Drafts and typing of memos/correspondences
- iii. Take dictations from the Bursar
- iv. Attends to visitors to the Bursar's office; students and staff members
- v. Schedule Meetings
- vi. Service Meetings
- vii. Takes and develop Minutes of Meetings
- viii. Proper filing of important and confidential documents as well as other documents
- ix. Prompt retrieval of documents
- x. See to the dispatch of memos and correspondences to appropriate offices
- xi. General supervision and organization of the Bursar's Office and the General Office
- xii. Takes care of External Auditors to the University
- xiii. Carry out other assignments as instructed or assigned by the Bursar

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE:

Attending Seminars, Conferences and Professional Association Meetings

G. MEMBERSHIP OR PROFESSIONAL BODIES:

January, 2019

Associate Member, Chartered Institute of Professional
Secretarial Staff of Nigeria (CIPSSON)

H. SERVICE:

- (i) University
 - a. Contribution to the construction of Osun State University access road, Oke Baale
 - b. Sub Committee, Bursary Maiden Annual Lecture
- (ii) Community
 - a. Treasurer, Good Women, Redeemed Christian Church of God, Christ Life Parish, Ofatedo, Osun State.
 - b. Treasurer, Welfare Unit, Redeemed Christian Church of God, Christ Life Parish, Ofatedo, Osun State.
 - c. Environmental Sanitation Group 2008
(NYSC, Community Development Service)
 - d. Contribution to the renovation of Ogidan Grammar School, Osogbo
- (iii) National
 - a. NYSC participation in Osun State Ministry of Education, Osogbo
- (iv) International NIL

I. PUBLICATIONS (if any)

NIL

J. CONFERENCES ATTENDED (indicating titles of papers if any)

- i. The Human Touch: Driving University Excellence through Interpersonal Mastery
The Registry as the Heart of the University: Cultivating Connection,
Collaboration and Excellence through Interpersonal Skills for . 28th August, 2025.
4th UNIOSUN Registry Annual Lecture. Osun State University, Osogbo, Osun State.
- ii. Navigating the Future of the University Administration: Emerging Trends, Complexity and Excellence. 14th May, 2025. 11th Annual Registry Discourse. The Registry Department, Ladoke Akintola University of Technology (LAUTECH), Ogbomoso, Oyo State.
- iii. Exploring the Interplay between Leadership and Human Behaviour: The Archway to Effective Administration. 12th March, 2025. University of Ibadan 2025 Registry Discourse. University of Ibadan, Oyo State.
- iv. The Roles of all Stakeholders in University Administration in the 21st Century: Current Trends in Synergizing the Roles of Different Stakeholders in Enhancing University Development. 28th August, 2024. 3rd UNIOSUN Registry Annual Lecture. Osun State University, Osogbo, Osun State.
- v. Securing the Future: Financial Resilience and Risk Management in Nigerian University System. 27th February, 2024. Bursary Maiden Annual Lecture. Osun State University, Osogbo, Osun State.
- vi. Promoting Professionalism and Skill-Based Administration of Universities in Nigeria; Which Way, Whose Place? 31st October, 2023. 2nd UNIOSUN Registry Annual Lecture. Osun State University, Osogbo, Osun State.

- vii. Emerging Roles of Secretarial Professionals in Building New Competencies and Capabilities. 16th – 19th October, 2023. 32nd Annual National Conference/ Workshop of Association of Professional Secretarial Staff of Nigeria (APSSON). Federal Neuro-Psychiatric Hospital, Yaba, Lagos State.
- viii. Building Competency in Professional Secretaries for Organizational Growth. 20th July, 2023. Association of Professional Secretarial Staff of Nigeria (APSSON). Osun State University Branch, Osogbo, Osun State.
- ix. One Day Mandatory Training for Confidential Secretaries, Executive Officers, Clerical Officers and Office Assistants in Osun State University organised by the University Management. 13th October, 2022. Osun State University, Osogbo, Osun State.
- x. 1st UNIOSUN Registry Annual Lecture. 26th October, 2021. Olagunsoye Oyinlola Auditorium, Osun State University, Osogbo, Osun State.
- xi. Protecting and Enhancing the Future of Secretarial Profession in Nigeria. 4th – 8th October, 2021. Association of Professional Secretarial Staff of Nigeria (APSSON), Shaba, Lafiaji Hall, State General Hospital, Ilorin, Kwara State.
- xii. Management of Secretarial Functions. 16th – 20th September, 2019. The Administrative Staff College of Nigeria (ASCON), Topo, Badagry, Lagos State.
- xiii. Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI) - Digital Bridge Institute. 13th – 17th August, 2018. Osun State University, Osogbo, Osun State.
- xiv. Workshop on Management of Secretarial Personnel. 9th – 13th November, 2015. The Administrative Staff College of Nigeria (ASCON), Topo, Badagry, Lagos State.
- xv. Information Technology Efficiency: Using New Technology Update to Streamline Operations. 5th – 9th July, 2013. Excellence Hotel, Ogba, Lagos State.

K. EXTRA CURRICULAR ACTIVITIES:

Singing and Dancing

L. ANY OTHER RELEVANT INFORMATION:

- i. I have in-depth knowledge of computer usage. I am very competent Microsoft Office Applications user and I have an expert knowledge of Excel Application as well.
- ii. Efficient and Pro-active
- iii. Honesty, Integrity and Dependable

M. SUMMARY OF CONTRIBUTION TO KNOWLEDGE

As a Confidential Secretary, probity, confidentiality, transparency, team spirit and rules of professional ethics are ensured and used in day-to-day activities for both staff members and visitors/outside to uphold the vision and mission of the University.

