

• CURRICULUM VITAE

A. GENERAL INFORMATION

1. Name : Seun Abiodun OGUNLEYE
2. Date and Place of Birth : 25th December, 1974/Ada, Osun State
3. Gender: Male
4. Nationality : Nigerian
5. State of Origin: Osun
6. Local Government Area: Boripe
7. Marital Status: Married
8. Names and Ages of Children: Ogunleye, Deborah/ 14½ yrs;
Ogunleye, Dolapo/ 12 yrs;
Ogunleye, Gloria/8 ½ yrs;
Ogunleye , Goodness/ 6½ yrs.
9. Name and Relationship of Next of Kin With Phone Number OGUNLEYE Grace Olukemi (Wife)
07034201231
10. Permanent Home Address : 95, Orisunbare Community,
Arogunmosa,Oke –Baale, Osogbo
11. E. mail Address: seunabiodun2016@gmail.com
12. Cell Phone Number : 07036441682
13. College/Faculty: Health Sciences/ Faculty of Clinical Sciences
14. Department: Registry
15. Date of first appointment/ position 22nd October,2008/ Lab Assistant
16. Date of present appointment Feb, 2016
17. Present Position : Senior Assistant Registrar
Grade level and step (CONNUNASS 11 Step 2)
18. Date of Present Position: 1st October, 2025
19. Is your Appointment Confirmed: Yes
20. Date of Confirmation of Appointment: 18th August, 2011 (Merging of Service)

B. EDUCATIONAL BACKGROUND

1. Educational Institutions Attended with Dates:

I Osun state University, Osogbo

2019-2024

- | | |
|--|-------------|
| i. University of Uyo, Akwa-Ibom State | 2004 - 2008 |
| ii . Aagba Methodist High School, Aagba, Osun State: | 2003 |
| iii. Osun State Polytechnic Iree, Osun State : | 1998- 2001 |
| iv. Iragbiji Community High School Iragbiji, Osun State: | 1995-1996 |
| v. Ada Secondary Commercial Grammar School Ada : | 1986-1992 |
| vi. Local Authority Primary School, Ada, Osun State: | 1979-1985 |

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

- | | | |
|-------|---|------|
| i | Master of Science Degree in Plant Biology (MSc. Plant) | 2024 |
| i. | Bachelor of Science Education in Biology (BSc. Ed):
University of Uyo , Akwa-Ibom State/
Second Class Honour / Lower Division | 2010 |
| ii. | Certificate of Membership of Association of Nigeria University
Professional Administrators | 2018 |
| iii. | Senior School Certificate Examination (Private):
(National Examination Council) | 2014 |
| iv. | Senior School Certificate (NECO): | 2003 |
| v. | Certificate in Computer Operations:
Faith Computers, Upper Credits | 2003 |
| vi. | National Diploma in Science Laboratory Technology:
Osun State Polytechnic Iree, Osun State/ Lower Credit | 2001 |
| vii. | Senior School Certificate (WAEC): | 1996 |
| viii. | NYSC Exclusion Certificate | 2010 |

3. Other Relevant Qualifications: Nil

4. Honours, Awards and Distinction : (Listed below)

i. **Certificate and cash Award** as the Best Registry Staff of Osun State University for the month of July, 2024

ii. **Commendation letter** from the Faculty of Clinical Sciences and College of

Health Sciences Review Panel in the 2021/2022 annual review for excellence performance and job well-done across all three the Faculties and the College at large

5. Research Fellowship with Dates: Nil

C.WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM:

- | | |
|---|-----------|
| i. Student Industrial Work Experience Scheme:
(Dave Med. Lab. Ilesa , Osun State) | 2000 |
| ii. Post National Diploma programme, a year Industrial Work:
Experience (University of Ilorin Teaching Hospital) | 2001-2002 |

C. WORK EXPERIENCE IN REGISTRY, OSUN STATE UNIVERSITY:

Senior Assistant Registrar, Head, Examinations and Records, Directorate of Academic Affairs, Registry Department, Osun State University, Osogbo. June 3, 2026 to date, performing the following duties.

- a. Responsible to the Director of Academic Affairs Unit in day to day activities**
- b. Printing of students transcript requests**
- c. Generating Students Academic Transcripts**
- d. Downloading students results**
- e. Verification of students academic records**
- f. Drafting of memoranda for Director of Academic Affairs**
- g. Treating of requests at the instance of Director of Academic Affairs**
- h. Attending meetings of Committee of Provosts, Deans and Directors**
- i. Attending meetings of Senate**
- j. Attending meetings of Congregation**
- k. Working on Manual Clearance of students who are not on RPMS, at the instance of Director**
- l. All other assigned duties by the Director of Academic Affairs**
- m. Keeping records of students Examination results**

i. Senior Assistant Registrar and Faculty Officer, Faculty of Clinical Sciences, College of Health Sciences, October 1, 2025 – June 3, 2026 performing the following duties:

ii. Senior Assistant Registrar and Faculty Officer, Faculty of Clinical Sciences, College of Health Sciences, performing the following duties.

- a. Secretary to all Statutory Committees of the Faculty, such as Faculty Academic Board, Faculty Board of Examiners, Faculty Board of Studies, Faculty Review Panel and Serving on Ad hoc Committees at College and University level as the case may be. Serving on some College Committees and Secretary to the Faculty Journal Verification Committee.**
- b. Writing Minutes of Meetings and Decision Extracts within the Faculty**
- c. Screening fresh Students credentials and other documents presented after admission**
- d. Opening/Activation of fresh Students Portal to allow online payment and course registration**
- e. Signing of new Students documents for Matriculation exercise**

- f. Distributing Matriculation gowns and Collection after Matriculation
- g. Procession and leading Matriculating students during Matriculation Ceremony
- h. Giving and collecting four files to complete Students registration
- i. Processing Students and Staff requests to College Board, Committee of Provosts, Deans and Directors and other Committees as appropriate
- j. Scanning documents for meeting of Senate and also in attendance at Senate and Committee of Provosts, Deans and Directors meetings
- k. Dissemination of necessary information to Staff and Students of the Faculty through the Dean of the Faculty
- l. Assisting and Collaborating with the College Secretary and always in attendance at College Meetings
- m. Attending Congregation as a member and processing on Convocation Ceremony
- n .Participating in final Students Clearance and Issuing notification of results to Grad-uands
- o. Responding to other assigned duties by the Faculty, College, Superior officers and University Authority
- p. Mentoring and guiding junior officers
- q. Full participation as a member of the Faculty and College Admissions Committee
- ii. Assistant Registrar & Faculty Officer, Faculty of Clinical Sciences: October 1, 2022- 2025

Assistant Registrar and Faculty Officer, Faculty of Clinical Sciences, College of Health Sciences, performing the following duties.

- a. Secretary to all Statutory Committees of the Faculty, such as Faculty Academic Board, Faculty Board of Examiners, Faculty Board of Studies, Faculty Review Panel and Serving on Add hock Committees at College and University level as the case may be. Serving on some College Committees and Secretary to the Faculty Journal Verification Committee.
- b. Writing Minutes of Meetings and Decision Extracts within the Faculty
- c. Screening fresh Students credentials and other documents presented after admission
- d. Opening/Activation of fresh Students Portal to allow online payment and course registration
- e. Signing of new Students documents for Matriculation exercise
- f. Distributing Matriculation gowns and Collection after Matriculation
- g. Procession and leading Matriculating students during Matriculation Ceremony

- h. Giving and collecting four files to complete Students registration
- i. Processing Students and Staff requests to College Board, Committee of Provosts, Deans and Directors and other Committees as appropriate
- j. Scanning documents for meeting of Senate and also in attendance at Senate and Committee of Provosts, Deans and Directors meetings
- k. Dissemination of necessary information to Staff and Students of the Faculty through the Dean of the Faculty
- l. Assisting and Collaborating with the College Secretary and always in attendance at College Meetings
- m. Attending Congregation as a member and processing on Convocation Ceremony
- n .Participating in final Students Clearance and Issuing notification of results to Grad-uands
- o. Responding to other assigned duties by the Faculty, College, Superior officers and University Authority
- p. Mentoring and guiding junior officers

2. Administrative Officer I & Faculty Officer, Faculty of Clinical Sciences: Oct 1, 2019-2022

- a. Secretary to all Statutory Committees of the Faculty, such as Faculty Academic Board, Faculty Board of Examiners, Faculty Board of Studies, Faculty Review Panel and Serving on Add hock Committees at College and University level as the case may be. Serving on some College Committees, Secretary to the Faculty Journal Verification Committee.
- b. Writing Minutes of Meetings and Decision Extracts within the Faculty
- c. Screening fresh Students credentials and other documents presented after admission
- d. Opening/Activation of fresh Students Portal to allow online payment and course registration
- e. Signing of new Students documents for Matriculation exercise
- f. Distributing Matriculation gowns and Collection after Matriculation
- g. Procession and leading Matriculating students during Matriculation Ceremony
- h. Giving and collecting four files to complete Students registration
- i.. Processing Students and Staff requests to College Board, Committee of Provosts, Deans and Directors and other Committees as appropriate
- j. Scanning documents for meeting of Senate and also in attendance at Senate and Committee of Provosts, Deans and Directors meetings

k. Dissemination of necessary information to Staff and Students of the Faculty through the Dean of the Faculty

l. Assisting and Collaborating with the College Secretary and always in attendance at College Meetings

m. Attending Congregation as a member and processing on Convocation Ceremony

n. Participating in final Students Clearance and Issuing notification of results to Grad-uands

o. Responding to other assigned duties by the Faculty, College, Superior officers and University Authority

p. Mentoring and guiding junior staff in the Faculty

3. Administrative Officer II & Faculty Officer, Faculty of Clinical Sciences: Feb9,.2016-2019

a. Secretary to all Statutory Committees of the Faculty, such as Faculty Academic Board, Faculty Board of Examiners, Faculty Board of Studies, Faculty Review Panel and Serving on Add hock Committees at College and University level as the case may be. Serving on some College Committees, Secretary to the Faculty Journal Verification Committee.

b. Writing Minutes of Meetings and Decision Extracts within the Faculty

c. Screening fresh Students credentials and other documents presented after admission

d. Opening/Activation of fresh Students Portal to allow online payment and course registration

e. Signing of new Students documents for Matriculation exercise

f. Distributing Matriculation gowns and Collection after Matriculation

g. Procession and leading Matriculating students during Matriculation Ceremony

h. Giving and collecting four files to complete Students registration

i. Processing Students and Staff requests to College Board, Committee of Provosts, Deans and Directors and other Committees as appropriate

j. Scanning documents for meeting of Senate and also in attendance at Senate and Committee of Provosts Deans and Directors meetings

k. Dissemination of necessary information to Staff and Students of the Faculty through the Dean of the Faculty

l. Assisting and Collaborating with the College Secretary and always in attendance at College Meetings

m. Attending Congregation as a member and processing on Convocation Ceremony

n .Participating in final Students Clearance and Issuing notification of results to Graduands

o. Responding to other assigned duties by the Faculty, College, Superior officers and University Authority

4. Administrative Officer II (Council Affairs Unit) :

Feb 2 - Feb 8, 2016

- a. Drafting of minutes of meetings for the Deputy Registrar, Council Affairs
- b. Preparing documents of Council meeting for the Deputy Registrar, Council Affairs
- c. Responsible to the Deputy Registrar, Council Affairs as directed from time to time
- d. Documenting information and sending electronic mails for Deputy Registrar
- e. drafting of decision extract of meetings for Superiors in the Council Affairs

5. Administrative Officer II (Personnel Affairs Unit) :

Jan12 -Feb, 2,2016

- a. Draft of minutes of meeting for the Deputy Registrar, Personnel Affairs
- b. Drafting of memos and letters
- c. Processing of promotion of staff members to appropriate Committees
- d. Carrying out other assigned duties as directed by the Deputy Registrar, Personnel Affairs and other superiors

F. CO-CURRICULAR PROFESSIONAL EXPERIENCES:

- i. As Secretary, Orisunbare Community using my professional administrative 2017-date
experience in working with other professionals in serving the Community
- ii. Church Secretary, Latter Glory Evangelical Church, Oke-Baale, Osogbo, utilizing my
experience for the Church growth 2010-date
- iii Secretary, Osun State University Sports Committee 2017-date

G. MEMBERSHIP OF PROFESSIONAL BODIES:

Member, Association of Nigerian University Professional Administrators (ANUPA) 2016-date

H. SERVICE:

University:

- i. Participation in invigilation of Primary School Teachers: 2011
(Promotion Test Conducted by the University)
- ii. Secretary, Osun State University Sports Committee 2017- date

- iii. Nominated Member of Osun State University Staff Housing loan Scheme representing the congregation. Nov. 2019
 - iv. Secretary, University infrastructural Committee 2020 - 2022
 - v. Secretary, University COVID 19 protocols/ Surveillance 2019 – 2022
 - vi. Acting College Secretary, College of Health Sciences, July- Oct, 2023
 - vii. Acting College Secretary, College of Health Sciences May,2- Nov 3, 2024
- Community:**
- i. Contribution to the Osun State University Community: 2017
(Road Construction at Osogbo Main Campus)
 - ii. Secretary Orisunbare Community, Oke-Baale Osogbo: 2017 - Date
 - iii. Church Secretary, Latter Glory Evangelical Church, Oke-Baale, Osogbo

I. PUBLICATIONS:

Not applicable

J. CONFERENCES ATTENDED WITH DATES:

- a. 11th Annual LAUTECH Registry Discourse: Titled Navigating the Future of University Administration, Emerging Trends, Complexity and Excellence, held on Wednesday, 14th May, 2025.
- b. Conference of the Nigeria Institute of Public Relation: Titled, Electronic Records, Data Security, Quality, Electronic Mail, Reporting and Documentation Skills held at University of Ibadan in between 7th to 11th2025.
- c. University of Ibadan Registry Discourse 2025: Titled, Exploring the interplay between Leadership and Human Behaviour. The Archway to Effective Administration held on March, 2025
- d. Bimonthly Training Workshop organized by ANUPA UNIOSUN branch ; Titled Post COVID Experience, the need for Paradigm Shifts in the University Administration: Professional Administrators' Perspective held on Thursday, 12th September,2024
- e. The 3rd Annual Osun State University Registry Lecture : Titled Current Trends in Synergising The Roles of Different Stakeholders in Enhancing University Development held on Wednesday, 28th August, 2024
- f. LAUTECH Registry 4th Seminar Series.: Titled, Managing Nigerian Universities In Times like These: Quest for Quint-Essential Administrators The art of METWORKING in the Universities Administrations held on March 21 ,2024

- g. Bi monthly Training workshop of the Association of Nigerian University Professional Administrators ANUPA , Osun State University Branch, held on 4th August 2023.
- h. Osun State University 2ndRegistry Annual Lecture Titled: Promoting Professionalism and Skill based Administration of the Universities in Nigeria. Which way whose place held on Tuesday 31st of October, 2023
- i. a -4 day Training Workshop by National Association of the Nigeria University Professional Administrators Titled: Repositioning the University Registry in the new normal –Challenges and Prospects, at the Public Service institute Abuja, held on 28th to 30th April, 2022
- j. National Annual Conference of the Nigeria University Professional Administrators (ANUPA) Titled : Crisis, Collaboration and the Future of Higher Education held at Public Service institute Dutsan, Abuja on 23rd to 27th November, 2021.
- k. 1st Annual Registry Lecture, Osun State University Titled: Building a Sustainable University Registry in a changing world, Challenges and Prospects (The place of Registry in the Effective Administration of the Nigerian Universities) : held on 26th October, 2021at Main University Auditorium ,Osogbo.
- l. Capacity Enhancement training organized by South-West Association of Nigerian University professional Administrators (ANUPA) at Federal University of Technology Akure, Ondo State On Thursday, 20th February 2020
- m. Capacity Building Workshop at the College of Health Sciences, by Faculty of Basic Medical Sciences Osun State University, Osogbo: Titled: Sustaining Academic Culture and Traditions of the University held on 14th February, 2019
- n. Worksoop on Annual Review of Teaching and Non-Teaching Staff, -Proper Conduct of Examination and Staff Code of Conduct by College of Health Sciences, Osun State University on 25th April, 2019
- o. Improving Teaching and Learning Achievement of Students in UNIOSUN the role of Registry & Enhancing Academic Culture in Nigerian Universities through Administrative Processes, one day Training by Association of Nigerian University Professional Administrators (ANUPA) UNIOSUN Branch on Thursday, 13th December, 2018.
- p. The Place of ICT in 21st Century University Administration: Applicability and Practicability, a 1- day Training by Association of Nigerian University Professional Administrators, (ANUPA) UNIOSUN branch, on Wednesday, October 17, 2018.
- q. xiv. Embracing the Future: Creativity and Innovation in University Management: National Annual Conference of Association of Nigerian University Professional Administrators at

Delta State University, Abraka, Delta State, from Wednesday 5th to Sunday 9th December, 2018.

- r. Capacity Building Workshop: Preparing for Staff Annual Review ,Qualities of :
Good Staff, Code of Conduct, Works Ethics and Relationship and Academic
Procedures in University, by College of Health Sciences, on 2nd March, 2017.
- s. Advanced Digital Appreciation Programme for Tertiary Institution (ADAPTI),Osun State
University Osogbo main Campus CISCO Laboratory, by Digital Bridge Institute
International Centre for Information and Communications Technology Studies from 5th
June to 9th June , 2017.
- t. Emotional Intelligence: A Requisite for Effective University Administrator^{2nd} Registry
Lecture by Ajayi Crowder University Oyo, Oyo State, held on Tuesday, 16th May, 2017
- u. Registry as Hub of University Administration: the need for improvement (a –day Training
Workshop by Association of Nigeria University) Professional Administrators (ANUPA)
UNIOSUN branch, on 12th July, 2016
- v. 4th Registry Annual Lecture , Osun State University held in 25th August, 2025 on Registry
as the Heart of University; Cultivating connection, Collaboration and Excellence Through
Interpersonal Skill for Effective Institutional Administration

K. EXTRA- CURRICULAR ACTIVITIES:

Sporting Activities (Playing Soccer, Table Tennis, Badminton, Draught), Editing,
Counselling, Farming and Singing

L. OTHER RELEVANT INFORMATION:

- i. Assisting others to achieve their aims and objectives and commitment for serving
leaders
- ii. Readiness to help people to find solutions to pending issues and challenges
- iii. Voluntarily assisting others at all times
- iv. Creative thinking, Innovative and Proactive approaches

M. REFEREES

Dr. Titus A. Adeniyi
The Registrar, Federal University of Agriculture, Abeokuta,
Ogun State.
09013750112

Dr. G. O. Okunlola
Department of Plant Biology, Osun State University, Osogbo,
Osun State.
08033870696

Mrs S.O. Tewogbade
Director, Directorate of Academic Affairs,
Osun State University, Osogbo, Osun State.
08034297209.

OGUNLEYE Seun Abiodun

Name

signed

Signature

June 2026