

CURRICULUM VITAE

A. PERSONAL INFORMATION:

1. **Name:** Olubunmi Comfort AYODELE-AKERORO
2. **Date & Place of Birth:** 30th April, 1980
3. **Gender:** Female
4. **Nationality:** Nigerian
5. **State of Origin:** Osun State
6. **Local Government:** Boluwaduro Local Government
7. **Marital Status:** Married
8. **Names & Ages of Children:** Oluwaseun Victory AYODELE (16 years)
Oluwatofe Favour AYODELE (13 years)
Oluwasemilogo Sophia AYODELE (2 year)
9. **Name & Relationship of Next of kin with Telephone Number:** - Ayodele Bamidele Sunday AKERORO
10. **Permanent Contact Address:** - No. 016, Off Adejuwon Express Road, Lemo Village, Owode-Ede, Osun State
11. **E-mail Address :** - olubunmi.akeroro@uniosun.edu.ng
12. **Cell phone Number:** - +2348034133723
13. **College/Faculty/Unit:** - Registry
14. **Department:** - Postgraduate College
15. **Position on First Appointment with the University:** - Confidential Secretary III
16. **Present Position & Salary:** - Administrative Officer I, CONTISS 8
17. **Date of Present Position:** - 1st October, 2024
18. **Is your Appointment Confirmed? :** - Yes
19. **If No, Why not?** - Nil
20. **Date of Confirmation of Appointment:** - 16th December, 2015

B. EDUCATIONAL BACKGROUND:

(1) Educational Institution Attended (with dates):

- | | | |
|------|---|-----------|
| i. | Ebenezer African Church Primary School, Ibadan Oyo State | 1986-1991 |
| ii. | Odo-Ona Girls Grammar School, Ibadan Oyo State | 1991-1992 |
| iii. | Abesan High school Iyana Ipaja, Lagos State | 1992-1997 |
| iv. | Federal Polytechnic Ede, Osun state (National Diploma) | 2001-2003 |
| v. | Federal Polytechnic Ede, Osun State (Higher National Diploma) | 2004-2006 |
| vi. | Osun State University, Osogbo, Osun State (Bachelor of Science) | 2015-2019 |
| vii. | Osun State University, Osogbo, Osun State (M.Sc.) | 2021-2022 |

(2) Academic Qualifications (with dates):

- | | |
|---|------|
| M.Sc. Human Resource Management | 2023 |
| B.Sc. Industrial Relations and Personnel Management (First Class) | 2020 |
| Higher National Diploma in Secretarial Studies (Distinction) | 2006 |
| National Diploma in Secretarial Studies (Distinction) | 2003 |
| GCE O'Level Certificate | 2001 |

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

1. Confidential Secretary (2004-2012)
Boluwaduro Local Government,
Otan-Ayegbaju Osun
State.
Duties
 - i. Preparation of documents, memos, letters
 - ii. Attending to visitors as well as entertaining them
 - iii. Performing any other duties as specified
2. Corp Member, (2007-2008)
National Youth Service Corp,
Ministry of Finance, Yobe, State.
3. Industrial Attachment Training (2003-2004)
Boluwaduro Local Government,
Otan-Ayegbaju Osun
State.

D. WORK EXPERIENCE IN OTHER UNIVERSITY (including names and addresses of employers): Nil

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY:

- (a) Administrative Officer I, Postgraduate College, Exams and Records Unit (March, 2024-Till date)
Duties:
 - i. Secretary to the Vetting Committee on Students Matters i.e. Vetting of Qualifying Examinations Results, MPhil/Ph.D Conversion Results, Thesis Title, Abstract Vetting etc.

- ii. Writing of Minutes of meeting and decision extracts
- iii. Processing of Students documents to Board of Postgraduate College i.e. approval of qualifying Examination Results, approval of thesis title, approval of abstracts, approval of oral examinations etc.
- iv. Processing of Students results to Senate
- v. Secretary, Postgraduate College Malpractice Committee.
- vi. Collation of list of students for printing of students' certificates
- vii. Attending to (Tertiary Institution Social Health Insurance Programme Committee) TSHIP Matters
- viii. Performing other duties as specified.

(b) Administrative Officer II, Directorate of Academic Affairs, Senate Unit (2021- 2024)

Duties

- i. Attending to Senate Matters (Agenda, Decision Extract, Minutes etc.)
- ii. Attending to Committee of Provost, Deans and Directors Matters, (i.e. Student Requests- Leave of Absence, Extension of Studentship, Reinstatement of Student etc.)
- iii. Attending to Business Committee of Senate Matters regarding Student Requests
- iv. Attending to (Tertiary Institution Social Health Insurance Programme Committee) TSHIP Matters
- v. Preparation of periodic Annual Reports to Management on matters relating to Senate
- vi. Assisting Secretary, Tertiary Institution Social Health Insurance Programme Committee on TSHIP Matters
- vii. Collating Students Convocation List
- viii. Performing any other duties as specified

(c) Confidential Secretary I - Confidential Secretary to the Registrar, Osun State University, Osogbo (2019-2021)

Duties

- i. Preparation of documents, memos, letters
- ii. In charge of registrar email messages
- iii. Monitoring the arrangement of files
- iv. Taking minutes of meeting
- v. Attending to visitors as well as entertaining them
- vi. Attending to students for visit and enquiries
- vii. Performing any other duties as specified

(d) Confidential Secretary I (Confidential Secretary to the Head of Department, Human Resource Development) Okuku Campus.

Duties

- i. Preparation of documents, memos, letters
- ii. Monitoring the arrangement of files
- iii. Taking minutes of meeting
- iv. Attending to visitors as well as entertaining them
- v. Attending to students for visit and enquiries
- vi. Performing any other duties as specified

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE: - Nil

G. MEMBERSHIP OF PROFESSIONAL BODIES:

- i. Member, Association of Nigerian University of Professional Administrators (ANUPA)-2023
- ii. Member Chartered Institute of Professional Secretary Staff of Nigeria (CIPSSON) -2021

H. SERVICE:

University: Invigilator, Joint Admission and Matriculation Board (JAMB) Examination 2013

Community: Contribution towards the completion of Folorunsho Alakija Boulevard

National: Nil

International: Nil

I. PUBLICATION:

- a. Farotimi A. O., Adegoke O. Akeroro O. (2023), Emerging role of Information and Communications Technology in Effective and Efficient Records Management. *Chartered Institute of Professional Secretarial Staff of Nigeria (CIPSSON) pg. 27-38, Volume 30 No. 1*
- b. Solomon O., Olonade Z. O., Kayode C. A., Ayodele-Akeroro O. C. & Oluwapelumi B. O. (2025), Influence of green Human Resource Management Practices on Environmental Performance in Hotel Industry, in Lagos, Nigeria. A case study of selected Hotels in Lagos State, Nigeria. Vol. 28 No.4 (2025) African Journal for the Psychological Studies of Social Sciences
- c. Solomon O., Olonade Z. O., Ayodele-Akeroro O. C. & Odebo A. S. (2025), Training and Development Practices as Drivers of Organisational Performance in Public Sector Insights from the Ministry of Rural Development and Community Affairs, Abeere, Osun State. Journal of the Department of Employment Relations and Human Resource Management Conference.

J. CONFERENCES ATTENDED (including the titles of the papers presented if any):

- a. Managing Nigerian Universities in times like these: Quest for Quintessential Administrators & the art of Mentworking in University Administration. Ladoké Akintola University of Technology, Ogbomoso Registry 4th Seminar Series, held in the Great Hall on Thursday, March 21, 2024.
- b. Communicating in Style with Style. A one-hour Webinar hosted by Dynamics International on 15th March, 2023.
- c. Protecting and Enhancing the Future of Higher Education in Nigeria, 2022 ANUPA Annual General Meeting & Conference of Tuesday, 13th to Saturday, 17th December, 2022 in Rivers State University, Port Harcourt.
- d. Protecting and Enhancing the Future of Secretariat Profession in Nigeria, 30th Annual National Conference/Workshop, 4th to 8th October, 2021, Ilorin Kwara State.
- e. Fire Prevention, Safety and Rescue, A Sustainable Catalyst for Institutional Protection against Fire Outbreak and Accidents (May-June, 2016), Osun State University, Okuku Campus.
- f. Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI) at the Osun State University, Osogbo, from 23rd – 27th November, 2015.
- g. Fundamentals of Administrative Management organized by the Nigerian Institute of Professional Secretaries at the NIPS Training and Development Centre, Lagos (3rd-7th August, 2015)

K. Extra-Curricular Activities:

Reading and Shopping

L.	ANY OTHER RELEVANT INFORMATION	-	Nil
M.	SUMMARY OF CONTRIBUTION TO KNOWLEDGE	-	Nil

N. REFERENCES:

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